



**AGENDA
STATE RECORDS COMMITTEE
June 19, 2025
10:00 AM**

Location: Online/Teleconference

<https://www.nj.gov/treasury/revenue/rms/src.shtml>

**Announcement of Open Public Meeting
Reading of the April 17, 2025 Minutes**

I. Administrative Actions:

**A. Announcement of Approval of Destruction Authorization:
Artemis Request: # 611170 - 612767**

**B. Records Management
Report to the State Records Committee: None**

C. Registered Imaging Systems/Amendments/Annual Reviews: Report to the State Records Committee:

- 1. Sussex County Charter School of Technology** – proposes a new imaging system (25042101-MP)
- 2. Bergen Arts and Science Charter School** - proposes a new imaging system (25052201-MP)
- 3. Paterson Arts and Science Charter School** -- proposes a new imaging system (25060301-MP)
- 4. Passaic Arts and Science Charter School** - proposes a new imaging system (25060302-MP)
- 5. Hudson Arts and Science Charter School** - proposes a new imaging system (25060303-MP)
- 6. The Ethical Community Charter School** - proposes a new imaging system (25060601-MP)
- 7. Township of Hainesport** - proposes a new imaging system (25061601-MP)
- 8. Township of Sandyston** - proposes a new imaging system (25061602-MP)
- 9. Margate City School District** - proposes a new imaging system (25061603-MP)
- 10. New Jersey School Development Authority** – proposes an imaging system annual renewal (08121803-NM)
- 11. County of Camden Enterprise** – proposes an imaging system annual renewal (09052101-MP)
- 12. Bergen County Board of Social Services** – proposes an imaging system annual renewal (14032014-NM)
- 13. Bergen New Bridge Medical Center-One Content** – proposes an imaging system annual renewal (19091201-MP)
- 14. Borough of Highlands** – proposes an imaging system annual renewal (21051902-MP)
- 15. Borough of Midland Park** – proposes an imaging system annual renewal (09012219-MF)
- 16. Borough of Palmyra** – proposes an imaging system annual renewal (21061501-MP)
- 17. Borough of Ramsey** – proposes an imaging system annual renewal (09012225-MF)
- 18. Borough of Roselle Park** – proposes an imaging system annual renewal (12021601-MP)
- 19. Township of Bernards Office of Municipal Clerk Systems Administration** – proposes an imaging system annual renewal (02012401-MP)

20. **Township of Chester** – proposes an imaging system annual renewal (16090801-MP)
21. **Township of Egg Harbor** – proposes an imaging system annual renewal (06092107-MP)
22. **Township of Freehold Municipal Clerk** – proposes an imaging system annual renewal (04041502-NM)
23. **Township of Haddon-Building Department** – proposes an imaging system annual renewal (25041401-MP)
24. **Township of Irvington** – proposes an imaging system annual renewal (24072302-MP)
25. **Township of Lopatcong** – proposes an imaging system annual renewal (22010403-MP)
26. **Township of Moorestown Building Department** – proposes an imaging system annual renewal (07051701-MP)
27. **Township of Union** – proposes an imaging system annual renewal (12021602-MP)
28. **Township of Washington (Morris County)** –proposes an imaging system annual renewal (10102132-MF)
29. **Township of Winslow** –proposes an imaging system annual renewal (07092001-NM)

II. Old Business:

- A. **Request and Authorization for Records Disposal: None**
- B. **Registered Imaging Systems/Amendments/Annual Reviews: None**
- C. **Records Retention Schedules: None**

III. New Business:

- A. **Records Retention Schedules:**
 - State**
 1. **NJ Transit – S800000-008 - Presented by Elizabeth Hartmann**
Item 9022-0001
 2. **NJ Transit, Rail Operations, Rail Service Planning – S802114-001, Retired - Presented by Elizabeth Hartmann**
 3. **NJ Transit, Administrative Support – S801810-001, Retired -- Presented by Elizabeth Hartmann**
 4. **NJ Transit, Administrative Support, Planning - Service Performance and Enhancement – S808740-003, Retired -- Presented by Elizabeth Hartmann**
 - County**
 1. **County Clerk/Register of Deeds, C100000-010 - Presented by Karen A. Perry**
 2. **County Board of Elections, C440000-007 - Presented by Karen A. Perry**
Items 0120-0000, 0120-0001, 0120-0002
 - Municipal**
 1. **Municipal Clerk, M200000-012 - Presented by Karen A. Perry.**
- B. **Damaged Records Report: Township of Monroe - Damaged Records – Presented by Virma Guzman-Reyes**
- C. **Other Business: None**



STATE OF NEW JERSEY
STATE RECORDS COMMITTEE

PO BOX 661, TRENTON, NJ, 08625-0661 609.292.8697

<https://www.nj.gov/treasury/>

MINUTES
STATE RECORDS COMMITTEE
April 17, 2025

Amanda Truppa, Secretary, called the 465th meeting of the State Records Committee to order at 10:01 a.m. on the above date. She stated that notice of the meeting had been posted in the Secretary of State's Office and published in the State's daily newspapers in conformance with the requirements of the Open Public Meetings Act.

Ms. Truppa stated that there was a quorum with five (5) members present.

ATTENDANCE:

SRC: State Treasurer, Amanda A. Truppa, Designee (Secretary)
Office of the Attorney General, Susan Scott, Designee
Office of the State Auditor, Michael Tantum, Alternate Designee
Department of Community Affairs, Division of Local Government Services,
Bonnie L. Brookes, Designee
Department of State, Division of Archives and Records Management, Donald F.
Cornelius, Designee

Staff: James J. Fruscione, Director, Division of Revenue and Enterprise Services
Elizabeth Hartmann, Administrative Analyst 3, Records Management Services
Karen A. Perry, Administrative Analyst, Records Management Services
John J. Berry, Records Analyst 1, Records Management Services
James Jenkins, Records Analyst 1, Records Management Services
Campbell, Marcella, Records Analyst 2, Records Management Services
Terricka Page, Records Analyst 3, Records Management Services
Virma Guzman-Reyes, Records Analyst 3, Records Management Services

Other: Bazela, MariaLisa, Office of the Bergen County Clerk, County Archives and
Records Management Association of New Jersey (CARMA)
Biempica, Carmen, Department of State, Division of Archives and Records
Management
Cammarano, Leon P., NJ Transit
Colletti, Carla, Motor Vehicle Commission
Curzio, Debbie, Motor Vehicle Commission
Dean, John D., NJ Transit
DePaolo, Joan L., NJ Transit

Everly, Michele L. Office of the Gloucester County Clerk, CARMA
Fisher, Toi C., NJ Transit
Lewis, Arielle P., NJ Transit
Pfeiffer, Marc, Rutgers University, Edward J. Bloustein School of Planning and
Public Policy
Royal, Shaunita L., NJ Transit
Sheridan, Lea Q., NJ Transit

MINUTES:

APPROVAL OF PREVIOUS SRC MEETING MINUTES:

Upon motion, seconded, the Committee voted to approve the February 20, 2025 Minutes two (2) yes, none (0) no, and none (0) abstentions.

I. Administrative Actions:

A. Announcement of Approval of Destruction Authorization:

Artemis Request # 608695 - 611169

B. Report to the State Records Committee:

Registered Imaging Certification Systems/Amendments/Annual Reviews

1. **New Jersey Civil Service Commission** - proposes an imaging system annual renewal. (Certification # 04081904-NM)
2. **New Jersey Department of Human Services, Family Care** - proposes an imaging system annual renewal. (Certification # 07092004-NM)
3. **Department of Human Services, Office of Child Support Services, Division of Family Development, EMC** - proposes an imaging system annual renewal. (Certification #16031002-NM)
4. **County of Bergen Office of the County Clerk** - proposes an imaging system annual renewal. (Certification #06121404-MF)
5. **County of Bergen Office of the Clerk of the Board** - proposes an imaging system annual renewal. (Certification #06121405-MF)
6. **County of Bergen, Department of Finance/Treasurer** - proposes an imaging system annual renewal. (Certification #17030901-NM)
7. **County of Cumberland Board of Social Services** - proposes an imaging system annual renewal. (Certification #14032013-NM)
8. **County of Gloucester Library Systems** - proposes an imaging system annual renewal. (Certification # 22040702-MP)
9. **County of Gloucester Division of Social Services** - proposes an imaging system annual renewal. (Certification #13121210-NM)
10. **County of Gloucester Prosecutor's Office** - proposes an imaging system annual renewal. (Certification #08032002-NM)
11. **County of Gloucester** - proposes an imaging system annual renewal. (Certification #06121408-MF)
12. **County of Gloucester Clerk LRMS** - proposes an imaging system annual renewal. (Certification #11051909-MP)

13. **County of Gloucester Surrogate's Office** - proposes an imaging system annual renewal. (Certification #05072101-MF)
14. **County of Monmouth Sheriff's Office** - proposes an imaging system annual renewal. (Certification #15052104-MP)
15. **County of Monmouth Division of Social Services** - proposes an imaging system annual renewal. (Certification #14051502-NM)
16. **County of Monmouth County Clerk** - proposes an imaging system annual renewal. (Certification #00101902-MF)
17. **County of Monmouth RIM** - proposes an imaging system annual renewal. (Certification #09071603-MP)
18. **County of Warren Division of Temporary Assistance and Social Services** - proposes an imaging system annual renewal. (Certification #14032009-NM)
19. **Borough of Red Bank** - proposes an imaging system annual renewal. (Certification #09101517-NM)
20. **Borough of High Bridge** - proposes an imaging system annual renewal. (Certification #19060601-MP)
21. **Borough of Middlesex** - proposes an imaging system annual renewal. (Certification #15041601-MP)
22. **Borough of New Providence** - proposes a new imaging system. (Certification #25030402-MP)
23. **Borough of Tinton Falls** - proposes an imaging system annual renewal. (Certification #09101523-MP)
24. **City of New Brunswick** - proposes an imaging system annual renewal. (Certification #24012301-MP)
25. **City of Vineland** - proposes an imaging system annual renewal. (Certification #11031701-NM)
26. **Township of Hamilton (Mercer)** - proposes an imaging system annual renewal. (Certification #09021906-MP)
27. **Township of Hillsborough** - proposes an imaging system annual renewal. (Certification #22010402-MP)
28. **Township of Manchester** - proposes an imaging system annual renewal. (Certification #24040301-MP)
29. **Township of Middletown** - proposes an imaging system annual renewal. (Certification #09071601-MP)
30. **Township of North Brunswick** - proposes an imaging system annual renewal. (Certification #10021801-MF)
31. **Township of Old Bridge** - proposes an imaging system annual renewal. (Certification #06092109-MP)
32. **Township of Wall** - proposes an imaging system annual renewal. (Certification #11012018-MP)
33. **Township of Woodbridge** - proposes an imaging system annual renewal. (Certification #06110903-MP)
34. **Township of Woodbridge Building Department** - proposes an imaging system annual renewal. (Certification #04021902-MF)

35. **Township of Woolwich Construction Code Office** - proposes an imaging system annual renewal. (Certification #07071902-MP)
36. **Township of Verona Services** - proposes a new imaging system. (Certification #25030401-MP)

II. Old Business:

- A. **Request and Authorization for Records Disposal: None**
- B. **Registered Imaging Systems/Amendments/Annual Reviews: None**
- C. **Records Retention Schedules: None**

III. New Business:

- A. **Records Retention Schedules:**
State
 1. **NJ Transit – To Be Retired: New Jersey Transit Retention Schedule Amendments, S808720-002 – Administrative Support, Finance/Private Carrier Affairs - Presented by Elizabeth Hartmann – Approved without change.**
 2. **NJ Transit – To Be Retired: New Jersey Transit Retention Schedule Amendments, S809030-002 – Capital Planning and Programs/Community Transportation - Presented by Elizabeth Hartmann – Approved without change.**
 3. **NJ Transit – To Be Retired: New Jersey Transit Retention Schedule Amendments, S809037-004 – Local Programs - Presented by Elizabeth Hartmann – Approved without change.**
 4. **NJ Transit – New Jersey Transit, S800000-007- Presented by Elizabeth Hartmann – Approved without change.**
 5. **NJ Transit – New Jersey Transit, S808150-004 - Administrative Support-Human Resources/ Strategic Staffing - Presented by Elizabeth Hartmann – Approved without change.**
 6. **Motor Vehicle Commission, S790502-003 - Compliance & Safety-Driver Review-Bus Application – Presented by Marcella Campbell – Approved without change.**
 7. **Motor Vehicle Commission, S790502-004 - Compliance & Safety-Driver Review-Bus Application - Presented by Marcella Campbell – Approved without change.**
- B. **Damaged Records Reports: None**
- C. **Other Business: None**

There being no other business, upon motion, seconded, the Committee adjourned at 10:07 a.m.

Amanda A. Truppa, Secretary

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT			
DEPARTMENT New Jersey Transit		AGENCY # S800000	
DIVISION:		SCHEDULE # 008	
BUREAU:		PAGE # 1	OF 1

AGENCY AMENDMENTS

FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)	New Jersey Transit
FORMER AGENCY NUMBER	S800000-007

RECORDS SERIES AMENDMENTS

RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
9022-0001	Bus and Rail Service Planning Records*	Description	Includes actual service data on services provided and consumed during the fiscal year in response to Section 10 (S-10) of the NTDAR. *Note: NTDAR Appears on S802114 and S80900	Includes actual service data on services provided and consumed during the fiscal year in response to Section 10 (S-10) of the NTDAR. *Note: NTDAR Appears on S809000

STATE OF NEW JERSEY



New Jersey Transit

S800000-008



Prepared by:
DORES Records Management Services
33 West State St. 5th Floor, PO Box 661 Trenton NJ 08646-0661
<https://www.nj.gov/treasury/revenue/rms/>
609-292-8711

Records Retention and Disposition Schedule					Agency: S800000		Schedule: 008		Page #:1 of 16				
Department:	New Jersey Transit				Agency Representative:		Leon Cammarano						
					Title:		Director Of RIM - Custodian Of Records						
					Phone #:								
SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.													
Agency Representative Signature:			Date:		Secretary, State Records Committee Signature:				Date:				
Record Series #	Record Title and Description				Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy Total Retention Period Minimum Period in Agency		Disposition	Citation
	Capital Planning And Programs												
0001-0000	Project Files												
0001-0001	Project Files – Conceptual And Initial Design --- Final Report and Associated Drawings.						X		P	50 Years		Archival Review	
0001-0002	Project Files – Conceptual And Initial Design- Awarded --- Includes, but not limited to: initial budget, RFP for consultant, response to RFP, expression of interest, negotiation with consultants, billing and progress reports, etc.; site feasibility studies, concept plans, corridor and general planning studies, Draft Environmental Impact Statements and Final Environmental Impact Statements (DEIS & FEIS), minutes of meetings, project related correspondence, working papers and files. <u>N.J.S.A. 2A:14-1.1</u>								P	10 Years After completion of project		Destroy	
0001-0003	Project Files – Conceptual And Initial Design -Not Awarded --- Site feasibility studies, concept plans, corridor and general planning studies, and environmental evaluation (DEIS & FEIS), minutes of meetings, project related correspondence, working papers and files.								P	25 Years		Destroy	

Records Retention and Disposition Schedule					Agency: S800000			Schedule: 008		Page #:2 of 16	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation	
							Total Retention Period	Minimum Period in Agency			
0001-0004	Project Files – Design/ Construction – Phase Documents --- Includes, but not limited to: design and detailed project specification, both special and technical provisions, and activities related to a construction project; may also include consultant agreements, invoices, progress/status reports, project related correspondence, progress review comments, value engineering analyses, bid information specification development, and estimates; Draft and Final Environmental Impact Statements (DEIS & FEIS); contractor/subcontractor approvals, status/progress reports, proposed changes and change orders, move-in training and occupancy activities and schedules.					P	10 Years After completion of project	1 Years	Destroy		
0001-0005	Project Files – Strategy, Policy, And Analysis (Original) --- Includes studies conducted by this office that could result in cost savings to the company.			X		P	10 Years		Archival Review		
0002-0000	Facilities Files										
0002-0001	Facilities Files - Location Files --- Involves facility complaints, requests for repairs, renovation and improvements at all NJT owned, leased and operated facilities (including stations). Includes informational requests, news clips, non-project related correspondence and other miscellaneous information specific to each facility.					P	7 Years After resolution		Destroy		
0002-0002	Facilities Files – Building Plans And Surveys --- Building plans and surveys of various NJT-owned, leased and operated facilities including stations, yards, maintenance facilities, terminals and parking lots. Confidential based on <u>N.J.S.A. 47:1A-1.1</u>					C	Life of structure plus 10 years		Destroy		

Records Retention and Disposition Schedule					Agency: S800000			Schedule: 008		Page #:3 of 16	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation	
							Total Retention Period	Minimum Period in Agency			
	Capital Planning And Programs										
0003-0000	Construction Management Files										
0003-0001	Construction Management Files – Project Site Files – Office And Site --- Documents all construction activities associated with a project. Records include: bid process, contractor/sub-contractor approvals, change-order documentation, schedule analysis, progress reports and estimates, daily diaries, inspection reports, laboratory and material testing certifications, permits, requests for information, nonconformance notices, change order information, schedules, meeting minutes, general project related correspondence.					P	10 Years After completion		Destroy		
0003-0002	Construction Management Files – As-Built Drawings --- Original reproducible as-built and shop drawings that have been revised to incorporate “as-built changes as completed,” technical details and components of construction projects. Confidential based on <u>N.J.S.A. 47:1A-1.1</u>					C	Life of structure plus 10 years		Destroy		
0004-0000	Capital Funding Files										
0004-0001	Capital Funding Files --- Includes, but not limited to: needs assessments, reports, accounting worksheets, analyses, reference, and correspondence relating to the program; files may include: project related grants, agreements, and appropriation legislation; amendments, applications, awards, budgets, cost estimates, correspondence, material, work papers, reports and related materials. May also include: all capital programs projects that are approved, on-going or proposed; budget materials, cost objective forms, schedule plans, and other related materials.					P	7 yrs after completion of project or 3 yrs after termination/cl osing of grant, whichever is longer		Destroy		

Records Retention and Disposition Schedule					Agency: S800000			Schedule: 008		Page #:4 of 16	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation	
							Total Retention Period	Minimum Period in Agency			
0004-0002	Capital Funding, Federal Transit Administration (FTA) Files --- Includes, but not limited to: Notes of meetings, quarterly reports and other informational materials involving FTA.					P	Periodic Review		Destroy		
0005-0000	Environmental Services										
0005-0001	Environmental Services - Discharge Monitoring Report (DMR) Files --- Used to monitor NJT facilities for groundwater, wastewater industrial sludge, etc., on a monthly basis. May include, but is not limited to EPA monitoring transmittal sheet NJ DEP transmittal sheet, actual report which lists the following information: quantity or loading amount, quality or concentration, frequency of analysis, sample type, etc.					P	5 Years		Destroy		
	Capital Planning And Programs										
0005-0002	Environmental Services - Discharge Pollutant Permit (Copy) --- Copy of permits for NJT properties which discharge pollutants into the environment (air and water). Originals are maintained on site at NJT properties.					P	5 Years After permit expires		Destroy		
0005-0003	Environmental Services - Hazardous Annual Generator Report (Copy) --- Consists of an annual summary of hazardous waste generating activity for NJT facilities NJ DEP maintains original.					P	5 Years		Destroy		
0005-0004	Environmental Services - Remedial Reports, Copies --- Reports define contamination of NJT properties and proposed properties. Describes level of pollution (quantity) at specific locations. 5 copies of report are prepared by an outside vendor. A copy is submitted, as required, to NJDEP and remains in their file for the site.					P	30 Years	10 Years	Destroy		
0005-0005	Environmental Services - Underground Storage Tank Files --- Includes, but not limited to: registration invoice, annual certification questionnaire, registration certificate, etc.					P	30 Years	10 Years	Destroy		

Records Retention and Disposition Schedule					Agency: S800000			Schedule: 008		Page #:5 of 16	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation	
							Total Retention Period	Minimum Period in Agency			
0005-0006	Environmental Services - Violation Notice File --- Includes, but not limited to: summons, requisition for payment, Notice of Violation, correspondence, etc.					P	3 Years After summons has been satisfied		Destroy		
0005-0007	Environmental Services - Due Diligence Reports --- Report describes present environmental conditions of a potential property. A diligent environmental property screening is conducted; and the findings are detailed in this report.					P	30 Years After completion of report		Destroy		
0006-0000	Government Funded Programs --- Includes but not limited to Community Local Shuttles and Job Access Reverse Commute Shuttles, Vehicle Records, Transportation Management Associations (TMA) & Van Pool Service Providers (agreements, invoices, grant documents, reports, correspondence, and all other related documents)										
0006-0001	Federally Funded Programs					P	7 Years After Completion Of Project Or 3 Years After Termination Of Grant Or Equipment Disposition Whichever is later		Destroy		
0006-0002	State Funded Programs					P	3 Years After termination of grant		Destroy		

Records Retention and Disposition Schedule					Agency: S800000			Schedule: 008		Page #:6 of 16	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation	
							Total Retention Period	Minimum Period in Agency			
0007-0000	Senior Citizens Disabled Resident Transportation Assistance Program (SCDRTAP) --- SCDRTAP is a casino revenue funded program available to counties through NJ Transit for operating, administration, and/or capital expenses to provide locally coordinated paratransit services for senior citizens and disabled persons.										
0007-0001	SCDRAP Program Files --- Includes but not limited to: county files (program timeline, state program guidelines, county paratransit grant allocation letter, application, agreement, sub-contracts, contract & budget modifications, ridership, public hearing (part of application), local advisory committee minutes), reimbursement files (casino revenue monthly reimbursement request form indicating agreement period, expense period, administration, operating, and/or capital budget expenditure report line/line items, invoices), audit files (financial statement, account reports and expenditures, single program audit or equivalent,) close out files. backup documentation, administrative and general correspondence.					P	7 Years After Contract Closed Or 3 Years After Termination Of Grant, Whichever Is Longer		Destroy		
0007-0002	SCDRTAP, Public Hearing Files --- Includes public notice, newspaper advertisements, support materials, PowerPoint presentations, attendance and speaker sheets, hearing transcripts and general correspondence.					P	7 Years		Destroy		
0008-0000	Citizen Advisory Committee Files --- Includes copies of related notices, agendas, minutes, handouts, monthly schedule, accessibility projects, resolutions, casino county application review forms, membership bio, membership terms, appointment and resignation, mileage reimbursement, catering invoices and general correspondence.					P	7 Years		Destroy		

Records Retention and Disposition Schedule					Agency: S800000			Schedule: 008		Page #:7 of 16	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation	
							Total Retention Period	Minimum Period in Agency			
0009-0000	<p>Section 5311 Program* (S5311) Files ---</p> <p>Includes but not limited to county files (program timeline, state management plan, intercity waiver, Department of Labor certification, sub-recipient grant allocation, application, agreement, subcontracts, contract and budget modifications, ridership, site audits, public hearings transcript if applicable, DBE reports) reimbursement files (monthly reimbursement request form indicating agreement period, expense period, administration, operating and/or capital budget expenditure, report line/line items, invoices), reimbursement files (monthly reimbursement request form indicating agreement period, expense period, administration, operating and/or capital budget expenditure, report line/line items, invoices), audit files (financial statement, account reports and project expenditures), closeout files.</p> <p>* Program is part of the Federal Transit Administration (FTA) to provide funds to non-urbanized areas and rural areas for public transportation)</p>					P	7 Years After Contract Closed Or 3 Years After Termination Of Grant, Whichever Is Longer		Destroy		
0010-0000	<p>Rural Transportation Assistance Program* (RTAP) Files ---</p> <p>Includes but not limited to: RTAP Files (correspondence on Passenger Assistance Safety & Securement Course (PASS), defensive driving, manager/supervisor/dispatcher certification, telephone techniques, customer service, vehicle maintenance management and inspection, scheduler/dispatcher training, Train the Trainer programs, scholarships, newsletters and general correspondence, contract with National Transit Institute (NTI). scholarship reimbursement files (expense reports, invoices from Rutgers NTI for conducting RTAP program), class and workshop announcement, activity reports (flyers, announcements for classes and workshops, reports from NTI on class attendance, class satisfaction surveys, any documentation relating to classes), closeout files backup documentation, general correspondence, administrative files.</p> <p>*Program provides training and technical assistance to rural community transportation providers</p>					P	7 Years After S5311 And SCDRTAP Contract Closed, Or 3 Years After Termination Of Grant Whichever is later		Destroy		

Records Retention and Disposition Schedule					Agency: S800000			Schedule: 008		Page #:8 of 16	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation	
							Total Retention Period	Minimum Period in Agency			
0011-0000	<p>Section 5307 Program* (S5307) Files ---</p> <p>Includes but not limited to: county files (program timeline, program management plan, sub-recipient grant proposal, agreement, contract and budget modifications, capital purchase capital purchase correspondence, audits and general administration), reimbursement files (reimbursement request form indicating agreement period, expense period, administration, operating, and/or capital budget expenditure report line/line items, invoices), audit files (financial statement, account reports and project expenditures. Single program audit acceptable), closeout files.</p> <p>*S5307 is an FTA formula grant program for urbanized areas providing capital, operating and planning assistance for mass transportation.</p>					P	7 Years After Contract Closed Or 3 Years After Termination Of Grant, Whichever Is Longer		Destroy		
0012-0000	<p>Section 5310 Program (S5310) Files ---</p> <p>Includes but not limited to program timeline, state management plan, 5310 mailing list, public body certification, final application, selection review process, Title VI legal acts, inclusion and non-inclusion letters, vehicle procurement files (vehicle purchase and vendor correspondence, specifications, bids, reference material, brochures) audit file (financial statements, account reports, project expenditures) back up documentation, and general correspondence.</p> <p>*S5310 is an FTA grant program that provides funds to nonprofit organizations and county municipalities to lease vehicles to transport senior citizens and persons with disabilities.</p>					P	7 Years		Destroy		
0013-0000	<p>Federally Funded Vehicle Files (Non-Fixed Assets) ---</p> <p>Includes accident reports, transfer, disposal vehicle agreements and general correspondence S5310 vehicles and other vehicles purchased under a variety of FTA grants coming under the administrative authority of Local Programs.</p>					P	7 Years After Termination Of Lease, Or 3 Years After Disposal Of Vehicle Whichever is later		Destroy		

Records Retention and Disposition Schedule					Agency: S800000			Schedule: 008		Page #:9 of 16	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation	
							Total Retention Period	Minimum Period in Agency			
0014-0000	Drug And Alcohol Testing Program* Files --- Includes but not limited to D&A plans, annual federal drug and alcohol testing reports submitted to NJ Transit from sub-recipients, site audits, financial statement, account reports, and project expenditures pertaining to consultant uses to conduct audits. * Drug and alcohol testing is a requirement under select FTA S5311 and S5307 grant programs.					P	7 Years		Destroy		
0015-0000	Coordinated Human Services Transportation Plans (CHSTP) --- Planning process that establishes coordination planning activities amongst various state agencies and grant sub- recipients			X		P	7 Years After Contract Closed, Or 4 Years After Termination Of Grant Whichever Is Longer		Archival Review		
	Records And Information Management										
1000-0000	Records Transmittal Forms					P	3 Years After Disposition or Permanent Removal of Records		Destroy		
	Rail Operations										
2000-0000	Air Brake Kit Inventory Log Sheet --- List unit, type, date removed, date received, date ready, date shipped, quantity, item and status. Air brake kits are inspected every two (2) years.					P	2 Years After final entry		Destroy		
2001-0000	Capital Projects --- Capital Projects File includes: correspondence, drawings and project supporting information.					P	10 Years After completion of project		Destroy		

Records Retention and Disposition Schedule					Agency: S800000			Schedule: 008		Page #:10 of 16	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation	
							Total Retention Period	Minimum Period in Agency			
2002-0000	Car History File --- File contains history and quality control manual on the train cars before they came to New Jersey Transit.					P	3 Years After Disposal of Car		Destroy		
2003-0000	Inspection Report File --- Inspection Report File Includes the following inspection reports: Cab Signal Inspection Report, Locomotive Inspection and Repair Record, Federal Railroad Administration (FRA) Inspection tests, Mechanical Department Hours of Service Law Report for Employees Moving Equipment or Testing Cab Signals, Daily Train/Locomotive Inspection Report. (FRA 49CFR 229.21, 229.23, 229.27 and 229.29)					P	2 Years		Destroy		
2004-0000	Service And Inspection Work Packets --- Service and Inspection Work Packets Includes: inspection forms, electrical inspection, certification for Push and Pull 415 Comet Cars only.					P	3 Years After Disposal of Car		Destroy		
2005-0000	Yearly Maintenance History File --- Yearly Maintenance History File File includes periodic inspection form, oil analysis report, and monthly and periodic locomotive Inspection wheel report. (FRA 49 CFR 229.23)					P	2 Years		Destroy		
2006-0000	Maintenance Shop Reports --- Daily report of occurrences at the Maintenance Shop.					P	1 Years		Destroy		
2007-0000	Map Of Locomotives --- File contains locomotive engineering specifications.					P	10 Years After Disposal Of Equipment		Destroy		

Records Retention and Disposition Schedule					Agency: S800000			Schedule: 008		Page #:11 of 16	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation	
							Total Retention Period	Minimum Period in Agency			
2008-0000	Wheel And Axle Assembly Report (AAR) – Quality Assurance --- File contains but is not limited to serial numbers, manufacturers, inspectors, employee numbers and date of inspections for: axles, disc brake rotors, journal bearings, wheel sets and wheel press diagrams. (AAR Manual of Standards and Recommended Practices 2.3.3)					P	15 Years		Destroy		
2009-0000	Locomotive Engineer, Assistant Conductor, And Mechanical Training Programs Individual Class Folders CRF Part 240.215 (A) (H) --- Includes but not limited to training, evaluations, qualification certification of final examinations, tests and/or quizzes promotion records.					P	6 Years		Destroy		
2010-0000	Locomotive Engineer, Assistant Conductor, And Mechanical Training Programs, Summary Information --- Includes but not limited to names, grades, attendance records and performance reviews					P	50 Years From Creation Of File Recommend Imaging		Destroy		
2011-0000	Rail Service Project Files --- Contain operating plans developed to define the benefits of and to schedule new or additional rail service										
2011-0001	2011-0001 Rail Service Project Files – Successful					P	20 Years		Archival Review		
2011-0002	Rail Service Project Files – Unsuccessful					P	3 Years		Destroy		
2012-0000	Rail Service Computer-Based Project Files --- Used to test the viability and reliability of operating plans and projects.					P	10 Years After completion of project		Destroy		
2013-0000	Plan And Schedules --- Includes timetables, crew plans, equipment diagrams and related documents					P	10 Years		Destroy		

Records Retention and Disposition Schedule					Agency: S800000			Schedule: 008		Page #:12 of 16		
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation		
							Total Retention Period	Minimum Period in Agency				
	Internal Audit											
3000-0000	Internal Audit Report											
3000-0001	Internal Audit Report (Record Copy) --- Includes: "New Jersey Transit Recommendation Reply and Implementation Status Report" and all other related documents. Used in long-range planning for policy and decision making. Confidentiality is based on <u>N.J.S.A.</u> 47:1A-10					C	Permanent		Archives			
3000-0002	Internal Audit Report (Copy) --- Confidential based on <u>N.J.S.A.</u> 47:1A-1.1					C	3 Years		Destroy			
3001-0000	Internal Audit Program --- File contains but is not limited to step-by- step procedures performed to conduct the audit, and the related work papers and documentation. Confidential based on <u>N.J.S.A.</u> 47:1A-1.1					C	7 Years After completion of audit		Destroy			
	Finance - Real Estate											
4000-0000	Deed Files --- Includes but not limited to: summary sheet with lot, block, and date; record deeds, correspondence, tax collection, parcel map, environmental report, appraisal, review appraisal, affidavit, title search and title, and legal description, Request for Proposals (RFPs) and id documents, FTA approvals, State Form or EO134, legal description, etc.; deed exception files; parcels not included in original conveyance of property; lists of properties currently owned and sold.					P	Permanent		Archives			

Records Retention and Disposition Schedule					Agency: S800000			Schedule: 008		Page #:13 of 16	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation	
							Total Retention Period	Minimum Period in Agency			
4001-0000	Lease Files										
4001-0001	Lease --- Includes but not limited to: agreement (contract), plans, correspondence, RFPs, financial statements, income statements, and related documents					P	7 Years After termination of lease		Destroy		
4001-0002	Lease Books And Log Input --- Consists of log books listing: property location, lessor, lessee, lease number and occupancy; lease agreement and copy of environmental report.					P	Permanent		Archives		
4001-0003	Lease Drafts --- Includes but not limited to: drafts and correspondence					P	3 Years		Destroy		
4002-0000	Adjacent Property Notice --- Consist of: Notice stating action (construction or destruction) that will occur involving property adjoining NJ TRANSIT property					P	3 Years		Destroy		
4003-0000	Maps And Drawings --- Includes but not limited to: original and historical maps and drawings of NJ TRANSIT current and predecessor rail lines. These tracks and profile of the lines as property was bought and sold. Valuation maps: originals (linens), reproducible (sepias), working drawings (full and half size); parcel maps: rail station and bus facility; tax maps: NJ Dept. of Treasury maps; and special/miscellaneous plans associated with rail and bus projects. Confidential based on <u>N.J.S.A.</u> 47:1A-1.1					C	Permanent		Archives		

Records Retention and Disposition Schedule					Agency: S800000			Schedule: 008		Page #:14 of 16	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation	
							Total Retention Period	Minimum Period in Agency			
4004-0000	Permit File --- Includes but not limited to: permits issued by predecessor railroads or NJ TRANSIT property management group to grant permission to construct and/or occupy NJ TRANSIT property.					P	7 Years After Cancellation Of Permit		Destroy		
	Finance -Ticket Office										
4050-0000	Daily Close-Out File And Daily Listing Of Checks And Cash Deposited (53X'S) --- Includes but not limited to: listing of seller's daily tour (activity at ticket window) which lists debit and credit grand totals, daily ticket count, copies of each ticket sold per seller pert day, checks, cash deposits and bank deposit slip. Copies are sent to NJT Office of Revenue Accounting.					P	1 Years		Destroy		
	Bus Operations - Maintenance										
5000-0000	Assignment Log					P	1 Years After last entry		Destroy		
5001-0000	Bus Inventory/Location Master Report - Monthly					P	3 Years		Destroy		
5002-0000	Operator's Bus Condition Report --- Includes but not limited to: a checklist of mechanical defects found during a business day. Report lists Bus number, run/Line (Route), Date, listing of defects, additional information/comments which include: operators and mechanic's post inspection certifications.					P	3 Years After Problem Corrected		Destroy		
5003-0000	Vehicle Maintenance Information File										
5003-0001	Vehicle Maintenance Information System (VMIS) --- Computerized system containing information regarding maintenance performed on buses.					P	3 Years After Disposal Of Bus		Destroy		

Records Retention and Disposition Schedule					Agency: S800000			Schedule: 008		Page #:15 of 16	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation	
							Total Retention Period	Minimum Period in Agency			
5003-0002	Major Log --- Includes but not limited to: Lists all significant bus repairs, i.e., engine overhaul, replacing brakes, etc., performed on buses since the inception of the bus garage.					P	3 Years After Disposal Of Bus Or Final Entry.		Destroy		
	Human Resources - Medical Services										
6000-0000	Medical Records - X-Rays - All X-Rays For Non- Maintenance Employees --- Confidentiality is based on OPRA <u>N.J.S.A.</u> 47:1A-10					C	5 Years		Destroy		
6001-0000	Results Of Random Urine Analysis Test --- Test are filed separately from the medical file.										
6001-0001	Results Of Random Urine Analysis Test - Positive Results --- Confidentiality is based on OPRA <u>N.J.S.A.</u> 47:1A-10					C	6 Years After termination of employment		Destroy		
6001-0002	Results Of Random Urine Analysis Test - Negative Results --- Confidentiality is based on OPRA <u>N.J.S.A.</u> 47:1A-10					C	5 Years		Destroy		
	General										
9022-0000	National Transit Database Annual Report --- Used for calculating statistics for federal reporting. Previously referred to as Section 15 Annual Report.										

Records Retention and Disposition Schedule					Agency: S800000			Schedule: 008		Page #:16 of 16	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation	
							Total Retention Period	Minimum Period in Agency			
9022-0001	Bus And Rail Service Planning Records --- Includes actual service data on services provided and consumed during the fiscal year in response to Section 10 (S-10) of the NTDAR. *Note: NTDAR Appears on S809000					P	7 Years		Destroy		
9022-0002	Federal, State, Local Funding --- Includes but not limited to GTFS mapping, IAS-FD audit, planning studies, asset maintenance (non-fixed asset), correspondence and supporting documentation. *Federal Circulars 5010.1F et. Al.					P	7 Years After termination of grant		Destroy		
9022-0003	Third Party Contracts --- Includes but not limited to purchased transportation and calendar year reporting.					P	7 Years After Close Out		Destroy		

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT				
DEPARTMENT :	New Jersey Transit	AGENCY #S802114 - RETIRE		
DIVISION:	Rail Operations	SCHEDULE #001		
BUREAU:	Rail Service Planning	PAGE #	1	OF 1

AGENCY AMENDMENTS

FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)	New Jersey Transit – Rail Operations – Rail Services
FORMER AGENCY NUMBER	S802114 – TO BE RETIRED / EXISTING RECORDS OBSOLETE OR TRANSFERRED TO S800000 – NEW JERSEY TRANSIT

RECORDS SERIES AMENDMENTS

RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
0001-0000	Rail Service Project Files	Transfer Header		<u>S800000 – 2011-0000 Rail Service Projects Files</u> Contain operating plans developed to define the benefits of and to schedule new or additional rail service
0001-0001	Rail Service Projects Files – Successful	Transfer Change Retention Period	Permanent	<u>2011-0001 Rail Service Project Files – Successful</u> 20 Years - Archival Review
0001-0002	Rail Service Project Files – Unsuccessful	Transfer		<u>S800000 – 2011-0002 Rail Service Project Files – Unsuccessful</u> 3 Years - Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT	AGENCY # S802114 - RETIRE	SCHEDULE # 002	PAGE # 2 OF 2
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RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
0002-0000	Rail Service Computer-Based Project Files	Transfer		<u>S800000 – 2012-0000 Rail Service Computer-Based Project Files</u> Used to test the viability and reliability of operating plans and projects. 10 yrs after completion of project - Destroy
0003-0000	Plan and Schedules	Transfer		<u>S800000 - 2013-0000 Plan and Schedules</u> Includes timetables, crew plans, equipment diagrams and related documents 10 Years - Destroy
0004-0000	National Transit Database Annual Report	Obsolete	<u>National Transit Database Annual Report</u> Used for calculating statistics for Federal reporting. Previously referred to as Section 15 Annual Report. 7 Years Destroy	<u>Use S800000 – 9022-0001 Bus and Rail Service Planning Records.</u> Includes actual service data on services provided and consumed during the fiscal year in response to Section 10 (S-10) of the NTDAR 7 Years - Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT				
DEPARTMENT	New Jersey Transit	AGENCY #S801810 - RETIRED		
DIVISION:	Administrative Support	SCHEDULE #001		
BUREAU:	Hudson River Waterfront Trainmaster Office	PAGE #	1	OF 1

AGENCY AMENDMENTS

FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)	New Jersey Transit-Administrative Support – Hudson River Waterfront Trainmaster Office
FORMER AGENCY NUMBER	S80180 – TO BE RETIRED / EXISTING RECORDS OBSOLETE – Bureau No Longer Exists

RECORDS SERIES AMENDMENTS

RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
0001-0000	Conductor's Passenger Train Report	Header Obsolete	Form used to report daily all defects of trains by car number. Lists by car areas of possible defects in: heating & air conditioning, Public Address (PA) systems, toilets, lights, etc., and name of trainperson working each car. Also lists: explanation of delay, equipment defects, passenger count data: peak number of passengers, total number of passengers, number of passengers standing, and number of empty seats.	
0001-0001	Conductor's Passenger Train Report (Original)	Obsolete	3 Years - Destroy	No Longer Created
0001-0002	Conductor's Passenger Train Report (Additional Copy)	Obsolete	1 Year - Destroy	No Longer Created

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT				
DEPARTMENT	New Jersey Transit	AGENCY #S808740 - RETIRED		
DIVISION:	Administrative Support	SCHEDULE #003		
BUREAU:	Planning – Service Performance and Enhancement	PAGE #	1	OF 1

AGENCY AMENDMENTS

FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)	New Jersey Transit-Administrative Support – Planning/Service Performance and Enhancement
FORMER AGENCY NUMBER	S808740 – TO BE RETIRED / EXISTING RECORDS OBSOLETE – Bureau no longer exists

RECORDS SERIES AMENDMENTS

RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
0001-0000	Fleet Roster	Obsolete	Monthly listing of the location of every bus owned by Bus Operations and private carriers 3 Years - Destroy	<u>Use S800000 – 5001-0000 Bus Inventory/ Location Master Report - Monthly</u> 3 Years - Destroy
0002-0000	Motor Vehicle Titles	Obsolete	Titles of vehicles leased to private carriers Until disposal of vehicle - Destroy	<u>Use S809220 – 0105-0001 Vehicle History Files Legal</u> Contains all legal information pertaining to ownership of the vehicle including vehicle title, registration papers and insurance papers. <u>3 yrs after disposal of vehicle - Destroy</u>
0003-0000	Rail On-Time Performance Statics	Obsolete	Rail On-Time Performance Statics Background and departmental analysis of rail on-time service 3 Years - Destroy	<u>Use S800000 – 2013-0000 Plan and Schedules</u> 10 Years - Destroy

SRECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT			
DEPARTMENT SCHEDULE County General Schedule HEADING		AGENCY #C820000	
DIVISION:		SCHEDULE # 020	
BUREAU:		PAGE # 1	OF 3

RETENTION SCHEDULE AMENDMENT

FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)	
FORMER AGENCY NUMBER	

RECORDS SERIES LEVEL AMENDMENTS

RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	DESCRIPTION	RETENTION
0420-0000	Employment Eligibility Verification (I-9) Form/E-Verification Receipt – US Department of Homeland Security and US Citizenship and Immigration Services (USCIS) (P L. 99-603)	Retention Change		Former: 6 years after termination of employment Current: 3 years after date of hire or 1 year after termination of employment, whichever is later
0800-0000	E-Mail Records And Electronic Administrative Resource Files	Record Series Number Change		
0801-0000	E-Mail Records (Seven Years Or Less)	Record Series Number Change		
0802-0000	Electronic Administrative Resource Files	Record Series Number Change		
0803-0000	Customer Profile Payment Data	Record Series Number Change		
0804-0000	Database, Including Production, Test, And Development Versions, And Any	New Record Series		

	Associated Tables And Logs			
0804-0100	Application Programs Used To Access, Update, Maintain And Secure The Database	New Record Series		
0804-0200	Application Program/Database Documentation Including, But Not Limited To, Specifications, Descriptions Of Functions, Program Tool Kits, Flow Charts, Data Diagrams, And Data Dictionaries	New Record Series		
0804-0201	Machine-Readable Content	New Record Series		
0804-0202	Paper-Based Content	New Record Series		
0804-0300	Individual Database Entries (New And Updated) Created During The Functional Life Of The Database	New Record Series		
0804-0400	Security Information	New Record Series		
0800-0500	Logs	New Record Series		
0804-0600	Application Programs Used To Access, Update, Maintain And Secure The Database	New Record Series		
0804-0700	Application Program/Database Documentation Including, But Not Limited To, Specifications, Descriptions Of Functions, Program Tool Kits, Flow Charts, Data Diagrams, And Data Dictionaries	New Record Series		
0804-0701	Machine-Readable Content	New Record Series		
0804-0702	Paper-Based Content	New Record Series		
0804-0800	Individual Database Entries (New And Updated) Created During The Functional Life Of The Database	New Record Series		
0804-0900	Security Information	New Record Series		

0805-0000	Social Media Records			
0805-0001	Social Media Records - Informational Postings	New Record Series		
0805-0002	Social Media Records - General Information Exchange	New Record Series		
0805-0003	Social Media Records - Service Transactions	New Record Series		
0805-0004	Social Media Records - Planning, Decision Support And Knowledge Management	New Record Series		
0806-0000	Electronic Communications Records	New Record Series		
0806-0001	Electronic Communications Records - General/Routine Information Communications	New Record Series		
0806-0002	Electronic Communications Records - Operational Information Exchange	New Record Series		
0806-0003	Electronic Communications Records - Service Transactions	New Record Series		
0806-0004	Electronic Communications Records - Planning, Decision Support And Knowledge Management	New Record Series		



COANJ

CONSTITUTIONAL OFFICERS ASSOCIATION OF NEW JERSEY

Steve Peter
PRESIDENT
Somerset County Clerk

James M. Gannon
VICE PRESIDENT
Morris County Sheriff

E. Junior Maldonado
SECRETARY
Hudson County Clerk

Claribel Cortes
TREASURER
Middlesex County Surrogate

SECTION CHIEFS

CLERKS & REGISTERS
Joe Giraldo
Atlantic County Clerk

SHERIFFS
Anthony Cureton
Bergen County Sheriff

SURROGATES
Maureen T. Raisch
Monmouth County Surrogate

LEGISLATIVE LIAISON
Mary H. Melfi
Hunterdon County Clerk

April 21, 2025

Karen A. Perry
Administrative Analyst
NJ Department of the Treasury
Division of Revenue and Enterprise Services
Records Management Services
33 West State Street, 5th Floor
PO Box 661
Trenton, NJ 08625

Dear Karen,

This letter is to serve as a memorial that the Clerks and Recorders have reviewed the attached retention schedule, which reflects recommendations to conform to current operating practices. We are satisfied that the revised schedule meets the needs of the public, the State, and the Counties.

It has been a pleasure serving on the working group with you and the other representatives of the State, as well as my peers in the counties.

Best,

Steve Peter
COANJ President
Somerset County Clerk

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STATE OF NEW JERSEY



COUNTY CLERK/REGISTER OF DEEDS


C100000-010



Prepared by:
DORES Records Management Services
33 West State St. 5th Floor, PO Box 661 Trenton NJ 08646-0661
<https://www.nj.gov/treasury/revenue/rms/>
609-292-8711

Department:	COUNTY CLERK/REGISTER OF DEEDS	Agency Representative:	Steven Peter, President, NJCOANG
		Title:	Somerset County Clerk
		Phone #:	

SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.

Agency Representative Signature:	Date:	Secretary, State Records Committee Signature:	Date:
	4/21/2025		

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0001-0000	NJ BAR Examination Admissions File --- NJ BAR Examination Admissions File File contains: Notice of Intention to Apply for Admission, Admission to the Bar and supporting documentation. (NJSA 47:3-9(a))						1 Year		Destroy	
	Alcoholic Beverage File									
0002-0003	Alcoholic Beverage File - Register/Index						Permanent		Retain at Agency	
	Bond File									
0004-0001	Bond File --- File includes but is not limited to: bonds taken by the Sheriff, original filing instruments, recognizance registers, Sheriff bond books, orders to discharge, and indexes. Note: Docket maintained permanently by the Office of the County Sheriff. (NJSA 47:3-9(d))						20 years		Destroy	

0004-0002	Bond File - Under Order Of Filiation (NJSA 47:3-9(E))					20 Years		Destroy	
0004-0003	Bond File - Certificate of Examination of Officer's Account --- File includes original filing instruments and indexes.					5 Years After termination of office		Destroy	
0004-0004	Bond File - Surety Bond For County And Municipal Officers --- File includes but is not limited to: sheriff and surety bonds and original filing instruments.					2 Years after termination of office		Destroy	
0004-0005	Bond File - Registry Books and Indexes					Permanent		Send to NJ State Archives	
0004-0006	Bond File - Filed Bond Cancellation or Discharge Warrant					6 Years after discharge and filing		Destroy	
	Building Contract File - Public And Nonpublic Buildings								
0005-0001	Building Contract File - Nonpublic Buildings And Structures --- File contains contracts, plans, specifications and indexes for construction of nonpublic buildings and structures. (NJSA 47:3-9(b))					10 Years after termination of contract		Destroy	
0005-0002	Building Contract File - Public Buildings And Structures --- File contains contracts, plans, specifications and indexes for construction of public buildings and structures. File also contains Registers and Indices.					Permanent		Retain at Agency	
0006-0000	Certificates Of Authority - Insurance And Bonding Companies (NJSA 47:3-9(F))					6 Years		Destroy	
	Election Records File								
0009-0001	Annual Report (R-2)					5 Years after election		Destroy	
0009-0003	Election Records File – Certified Lists - Vote By Mail Ballots/Applications ---					2 Years		Destroy	

	Original maintained by either the County Board of Election or the County Clerk.								
0009-0004	Election Records File - Certified Statements Of Municipal Clerks And School Boards Public Offices To Be Filled (NJSA 19:12-6)					2 Years After election		Destroy	
0009-0006	Election Records File - Maps Of Election Districts And Re-Adjustments --- Maps and re-adjustments submitted by the County Board of Election or the local government agency.					3 Years After election		Destroy	
0009-0007	Election Records File - Election Official's Statements Of Dissent --- Official statement of dissent filed against the County Board of Elections. (NJSA 19:6-29)					2 Years After election		Destroy	
0009-0008	Election Records File - Notice From The Office Of The Secretary Of State Of Officers To Be Elected And Public Questions To Be Submitted (NJSA 19:12-1)					2 Years After election		Destroy	
0009-0009	Election Records File - Voter Registry Lists --- Original maintained by the Superintendent of Elections. (NJSA 19:31-18.3)					1 Year		Destroy	
0009-0010	Election Records File - Primary Election Records (Petitions) (NJSA 47:3-9(m)) ((NJSA 19:18-7)					5 Years After election		Destroy	
0009-0011	Election Records File - Ballots					Permanent		Archival review	
0009-0013	Election Records File - Committees Supporting Candidates Who File A-1 Statements of Campaign Managers and Treasurers (C-1) (NJSA 47:3-9(m))					5 Years After election		Destroy	
0009-0016	Election Records File - Statements Of Canvass Elections (NJSA 47:3-9(m)), (NJSA 19:19-2)					5 Years After election		Destroy	
0009-0017	Election Records File - Voting Machine "0" Beginning And Ending Results Strips Submitted By Clerks Of Election, Elections (NJSA 47:3-9(m)), (NJSA 19:16-8)					5 Years After election		Destroy	
0009-0018	Election Records File - Voting And Vote Permit Records --- File includes but is not limited to the Certified Statements of Results					5 Years after election		Destroy	

	of Vote Counts. *Retention period prescribed by law. (NJSA 19:17-3), (NJSA 47:3-9(m))								
0009-0021	Ballot Draw					5 years After election		Destroy	
0009-0022	Ballot Draw – Work papers					Periodic review		Destroy	
0010-0000	Firemen's Exempt Registers --- Register listing firefighters and their entitled health and pension benefits. (NJSA 40A:14-59) Recommend digital imaging.					75 Years		Destroy	
0011-0000	In Rem Foreclosure File - Municipal Lien Foreclosure --- File pertaining to property liens foreclosed upon by the governing body of the municipality and filed by the Office of the County Clerk. Documents originate in the Municipal Tax Assessor's Office.					Permanent		Retain at Agency	
	Incorporation and Trade Name File								
0012-0001	Incorporation and Trade Name File - Bank Mergers/Merger Agreements --- Original filed with the Department of Banking and Insurance.					1 Year after dissolution		Destroy	
0012-0002	Incorporation and Trade Name File - Bottle Register, Including Descriptions					Permanent		Retain at Agency	
0012-0003	Incorporation And Trade Name File - Certified Copy Of Petition In Bankruptcy Or Adjudication And Recorded In Deeds Grantor And Grantee (NJSA 46:16-4)					1 Year after Recording		Destroy	
0012-0005	Incorporation And Trade Name File - Certified Copy Of Petition In Bankruptcy Or Adjudication And Recorded In Deeds Grantor And Grantee (NJSA 46:16-4)					1 Year after Recording		Destroy	
0012-0006	Incorporation And Trade Name File - Change Of Name Records/Mergers - Original Filing Instruments (NJSA 17:12B-46)					7 Years after dissolution		Destroy	

0012-0008	Incorporation And Trade Name File – Clergical Societies Or Confraternities And Religious Corporations - Original Certificate Of Incorporation And Record Book (NJSA 16:4-1)					Permanent		Retain at Agency	
0012-0011	Incorporation And Trade Name File - Firemen's Relief Associations Certificate Of Incorporation And Record Book (Copy) --- Original filed with the Department of the Treasury. (NJSA 43:17-2)					1 Year after dissolution		Destroy	
0012-0012	Incorporation And Trade Name File - Firms And Partnerships Using The Designation -And Company- Or “And Co. --- File includes: notarized statements of nature or business, full names and residences of all members, power of attorney of non-residents, certificates of true names, original processes, certificates, and records of dissolution. Duplicates filed with the Department of the Treasury. (NJSA 56:1)					7 Years after dissolution		Destroy	
0014-0000	Inheritance Tax Waivers - Recording Statement Of Payment Or Exemption --- Contains: filing instruments, registry books, and indexes. (NJSA 54:35-9) Recommend digital imaging.					Permanent		Retain at Agency	
	License File								
0016-0003	License File - Hawkers and Peddlers (Veterans) License Applications and Indexes (NJSA 45:24-9, 10)					75 Years		Destroy	
0016-0004	License File - License To Practice Medicine And/Or Perform Surgery --- File contains license certified copies and supporting documentation. (NJSA 45:9-17) Recommend digital imaging.					75 Years		Destroy	
0016-0005	License File - Real Estate Brokers and Salesman List (NJSA 45:15-22)					1 Year		Destroy	

0016-0006	License File - Hawkers and Peddlers (Firemen Exempt) License Applications (NJSA 45:24-12)						3 Years After issuance		Destroy	
	Liens File									
0017-0001	Liens File --- File includes: original filing instruments; claims and notices; registry books; reimbursements; certificates of discharge; release of lien claims; lien dockets; and indexes for physicians liens, hospital liens, instructional liens, welfare house liens, mechanic's liens, (including original filing instruments, claims, notices of intention, stop notices, excluding papers related to court proceedings and actions), and condominium liens. (NJSA 47:3-9(y)(bb))						6 Years after expiration		Destroy	
0017-0002	Liens File - Federal Tax --- Recommend digital imaging.						60 Years		Destroy	
0018-0000	Lis Pendens --- Includes: original filing instruments, registry books and indexes. Recommend digital imaging.						60 Years		Destroy	
	Maps And Atlases File									
0020-0001	Maps And Atlases File - Commercially Prepared Atlases For County Reference --- Recommend digital imaging.						As updated		Destroy	
0020-0002	Maps and Atlases File - Cloth Print Duplicate Maps Approved for Filing (Utility, Easement, Right-of-Way, and Statement Maps)						Permanent		Retain at Agency	
0020-0003	Maps and Atlases File - Indexes of Maps Approved for Filing (Utility, Easement, Right-of-Way, and Statement Maps)						Permanent		Retain at Agency	
0020-0004	Maps and Atlases File - Maps Original Tracings Approved for Filing (Utility, Easement, Right-of-Way, and Statement Maps)						3 Years After update		Destroy	

0020-0005	Maps and Atlases File - Maps Prints Approved for Filing (Utility, Easement, Right-of-Way, and Statement Maps)					As updated		Destroy	
0020-0006	Maps And Atlases File- Road Vacation Maps Approved For Filing (Utility, Easement, Right-Of-Way, And Statement Maps)					Permanent		Retain at Agency	
0022-0000	Medical License Registers File - Register Of Licenses To Practice Medicine And/Or Perform Surgery --- Register file pertaining to the licenses issued to practice medicine and/or perform surgery. File contains the following: license register, license certified additional copies, and associated indexes. (NJSA 45:9-17) Recommend digital imaging.				P	75 Years		Archival review	
0023-0000	Military Discharge Records --- Honorable discharge certificate (copy), in lieu of, records of service, notices of separation, and indexes. (NJSA 38:25-5) Recommend digital imaging.					75 Years		Send to NJ State Archives	
	Municipal Records File								
0024-0001	Municipal Records File - Municipal Land Annexation Ordinances (Certified Copy) Recommend digital imaging.					Permanent		Retain at Agency	
0024-0002	Municipal Records File -Change of Municipal Name Certified Copy of Municipal Minutes (Copy) (NJSA 40:43-2 to 43-5)					Permanent		Retain at Agency	
0024-0003	Municipal Records File -Municipal Incorporation Records --- File includes: incorporations, consolidations, change of corporate names, original filing instruments, registry books, official minutes, certified abstracts, certificates of referendum results, and indexes.					Permanent		Retain at Agency	
	Naturalization Records File								
0025-0001	Naturalization Records File - Naturalization Records --- File includes: petition of intention, military petitions (original filing instruments), register book and indexes. Retained by the US Department of State (NJSA 2A:53) Recommend digital imaging.				P	Permanent		Archival review	

0025-0002	Naturalization Records File - Naturalization Certificate Stub (N-550) --- Retained by the US Department of State					1 Year after naturalization		Destroy	
0025-0003	Naturalization Records File - Notice Of Preliminary Naturalization Hearing --- Documentation used to generate a Certificate of Naturalization. Retained by the US Department of State					2 Months after naturalization or after release by court order		Destroy	
0026-0000	Notary Public File - Certificates, Qualifying Papers, And Registers --- File contains but is not limited to: Certificates, Oaths, Qualifying documents and Registers. (NJSA 47:3-9(cc))					5 Years		Destroy	
0027-0000	Notices And Other Papers - Authorized Or Required By Law To Be Filed But Not Recorded And Not Involving Title To Real Or Personal Property Or To Proceedings Or Actions In Any Court --- File may include but not limited to Bankruptcies, Vacation of Streets, etc. (NJSA 47:3-9(dd))					10 Years		Destroy	
0028-0000	Oaths Of Office - Signed Oaths And Indexes --- (NJSA 47:3-9(ee))					5 Years after termination of office		Destroy	
0029-0000	Certificate Of Assistance – Filing, Collection, Satisfaction Or Tax Levy --- File includes: certificate of amount of assistance advanced, notice of reimbursement agreement, record of certificates in reimbursement, agreement, and agreement books and indexes. (NJSA 44:7-15)					20 Years after reimbursement		Destroy	
0030-0000	Passport File							Destroy	
0030-0001	Passport File - Passport File - Passport Records Register					10 Years After final entry		Destroy	
0030-0002	Passport File - Passport Application Transmittal/Description Sheet (Copy)					24 Months		Destroy	

	Original maintained by the U.S. Office of Passport Services, U.S. Department of State. (22 CFR Part 51)												
	Personal Property Records And Title File												
0031-0001	Personal Property Records And Title File - Attachments --- Includes: original filing documents, registry books and indexes. Recommend digital imaging.							Permanent			Retain at Agency		
0031-0002	Personal Property Records And Title File - Disclaimers --- Includes: original filing documents, books of disclaimers and indexes. (NJSA 46:2E-2) Recommend digital imaging.							Permanent			Retain at Agency		
	Real Property Records And Title File												
0032-0001	Real Property Records And Title File - Ancient Deeds --- Records reflect deeds back to original incorporations of counties, towns, cities, villages, townships, boroughs, etc. (NJSA 46:19-1) Recommend digital imaging.						P	Permanent			Archival review		
0032-0002	Real Property Records And Title File - Deeds --- Includes: deed (copy), conveyance, release, declarations of trust, letters of attorneys and supporting documentation. (NJSA 46:19-1) Recommend digital imaging.						P	Permanent			Retain at Agency		
0032-0003	Real Property Records and Title File - Deeds (Copy)							Periodic review			Destroy		
0032-0004	Real Property Records And Title File - Disclaimers --- Includes: original filing instruments, books of disclaimers and indexes. (NJSA 46:2E-2) Recommend digital imaging							Permanent			Retain at Agency		
0032-0005	Real Property Records And Title File - Judgments --- Includes: certified copies of final decrees of the former Court of Chancery, final judgments, certified copies of Declarations of							Permanent			Retain at Agency		

	Taking and Condemnation Commissioners filed with the Clerk of the Superior Court of the United States District Court. (NJSA 46:16-1) Recommend digital imaging.								
0032-0006	Real Property Records and Title File - Judgments (Copy)					Periodic review		Destroy	
0032-0007	Real Property Records And Title File - Settlement Notices --- Recommend digital imaging.					40 Years		Destroy	
	Real Property Securities Record File								
0033-0001	Real Property Securities Record File - Assignments Of Mortgages --- Includes: original filing instruments, registry books and indexes. (NJSA 46 et seq.) Recommend digital imaging.					Permanent		Retain at Agency	
0033-0002	Real Property Securities Record File - Attachments --- Includes: original fining instruments, registry books and indexes. (NJSA 46:19-91) Recommend digital imaging.					Permanent		Retain at Agency	
0033-0003	Real Property Securities Record File - Discharges Of Mortgages --- Registry books and indexes. (NJSA 46:18-11.6) Recommend digital imaging.					Permanent		Retain at Agency	
0033-0004	Real Property Securities Record File - Mortgage Cancellation Book --- Real Property Securities Record File - Mortgage Cancellation Book of cancelled mortgages. (NJSA 46:18-11.56)					3 Years		Destroy	
0033-0005	Real Property Securities Record File - Mortgages --- Abstract books and indexes. (NJSA 46 et seq.) Recommend digital imaging.					Permanent		Retain at Agency	
0033-0006	Real Property Securities Record File - Real Property Securities --- Recommend digital imaging.					Permanent		Retain at Agency	

0033-0007	Real Property Securities Record File - Release --- Registry books and indexes. (NJSA 46 et seq.) Recommend digital imaging.						Permanent		Retain at Agency	
0033-0008	Real Property Securities Record File - Tax Sales Records --- File includes but not limited to: original filing instruments, registry books and indexes. (NJSA 54:5-50 – 5-55) Recommend digital imaging.						Permanent		Retain at Agency	
	Road Records File									
0034-0001	County Road File - Improvement Costs (Copy) --- (NJSA 27:16-29)						3 Years After termination of contract		Destroy	
0034-0002	Road Records File - Ordinances Relating to public Roads or Streets Annexed by Municipalities (Copy)						1 Year After submission		Destroy	
0034-0003	County Road File – Resolutions And Maps Designating Roads And Real Estate --- Recommend digital imaging.						Permanent		Archival review	
0034-0004	County Road File –Surveyor Reports, Maps And Books --- Recommend digital imaging.						Permanent		Archival review	
0034-0005	County Road File - Vacation Of Unused Roads Book --- (NJSA 27:4-1) Recommend digital imaging.						Permanent		Archival review	
0034-0006	Road Records File - Roads And Bridges Records --- Recommend digital imaging.						Permanent		Archival review	
0034-0007	County Road File - Ordinances Of Street Name Changes (Copy)						1 Year after submission		Destroy	

0035-0000	Soldier, Sailors, And Firemen's Register --- Recommend digital imaging.						Permanent		Retain at Agency	
0036-0000	Stream Encroachment File --- Stream Encroachment File Documents may also be maintained by the Office of the Municipal Clerk, the Municipal Engineer and/or Municipal Health Department and the NJ Department of Environmental Protection. (NJSA 58:16A-12) Recommend digital imaging.						Permanent		Retain at Agency	
0037-0000	Real Property Settlements - Surveys, Land Partitions, Lines And Boundaries						Permanent		Archival review	
0039-0000	Wetlands File - Applications And Maps (Copy) --- Wetlands File - Applications and Maps (Copy) File includes but is not limited to: Applications, Maps, Wetlands Property Owners List and supporting documentation. Originals are maintained by the Department of Environmental Protection, Division of Coastal Resources. (NJSA 13:9B)						Permanent		Retain at Agency	
	Records of Former Courts Prior to 1948 File									
0041-0000	Records of Former Courts Prior to 1948 File									
0041-0001	Records Of Former Courts Prior To 1948 File - Dockets And Indices						Permanent		Archival review	
0041-0002	Records Of Former Courts Prior To 1948 File - Case File						25 Years		Archival review	
0049-0000	County Identification Card File --- Application file for a Photo Identification Card issued for county residents.									
0049-0001	County Identification Card Application - With Fee						6 Years		Destroy	

0049-0002	County Identification Card Application - Without Fee						3 Years		Destroy	
	Historical Records									
0100-0000	Almshouse Register --- (NJSA 44:1-71)						Permanent		Archival review	
0101-0000	Bills Of Sale File --- (NJSA 47:3-9 (c))									
	Historical Records									
0101-0001	Bills of Sale - Under Seal (NJSA 47:3-9 (C))						22 Years		Destroy	
	Historical Records									
0101-0002	Bills Of Sale - Unsealed --- (NJSA 47:3-9 (c))						6 Years after final expiration		Destroy	
	Historical Records									
0102-0000	Birth Records - Slaves						Permanent		Send to NJ State Archives	
	Historical Records									
0103-0000	Costs, Bills Of Costs - Civil And Criminal --- Costs and Bills of Cost- Civil and Criminal (NJSA 47:3-9(j)) NOTE: Courts' Records separated from the Counties effective 1/1/1995, under the Bifurcation Act (NJSA 2B:1-2)						20 Years		Destroy	
0104-0000	Election Records File - Notice Of Establishment Of A Political Party (Copy) --- Original maintained by the Office of the Secretary of State. (NJSA 19:12-1)						1 Year after dissolution of party		Destroy	

	Historical Records									
0105-0000	Factor Liens --- A file pertaining to a lien held against a property until full payment is received. (NJSA 47:3-9Y) (NJSA 2A:44-178)					P	6 Years After expiration		Destroy	
	Historical Records									
0106-0000	Hotel Registration File (Certified Copy) --- File contains: Hotel Registration, Petition and Index. The original is maintained by the Office of the Secretary of State. (NJSA 29:3-5)						Life of the business		Destroy	
0107-0000	Coroner Inquest File --- Contains Coroner Report and supporting documentation. (NJSA 47:3-9(q))						10 Years		Archival review	
0108-0000	Justice Of The Peace File --- File includes Docket Book and supporting documentation. (NJSA 47:3-9(W))						20 Years		Archival review	
0109-0000	Marriage Records File --- File contains: original filing instruments, registry books and indexes. (NJSA 26:8-41) NOTE: Marriage Records are a function of the Municipal Clerk under direction of the State Registrar of Vital Statistics. Recommend digital imaging.						Permanent		Archival review	
0110-0000	Medical Registers --- Registers and indexes pertaining to midwives, nurses and veterinarians. (NJSA 45:9-17) Recommend digital conversion.						5 Years		Destroy	
0111-0000	Personal Property Securities Records File --- (NJSA 47-3-9 (g)(c))									
	Historical Records									

0111-0001	Personal Property Securities Records File - Crop Mortgages --- File includes: original filing instruments, assignments, discharges, satisfactions and indexes. NJSA 47-3-9 (g)(c))					P	6 Years After final expiration		Destroy	
	Historical Records									
0111-0002	Personal Property Securities Records File - Uniform Commercial Code (UCC) Secured Transactions --- File includes: financing statement and statement of assignment or release. (NJSA 47-3-9 (g)(c))						6 Years After lapse or final termination		Destroy	
	Historical Records									
0111-0003	Personal Property Securities Records File - Secured Transactions Indices --- (NJSA 47-3-9 (g)(c))						6 Years After lapse or final termination of all entries		Destroy	
0111-0004	Personal Property Securities Records File - Under Seal - Chattel Mortgages --- Including original filing instruments, assignments, discharges, satisfactions, and indexes.(NJSA 47-3-9 (g)(c))						22 Years		Destroy	
0111-0005	Personal Property Securities Records File - Under Seal - Conditional Sale Records --- Includes: original filing instruments, extensions of statement on demand, statements of satisfaction, proofs of entry of judgments, and bills of sale upon condition. (NJSA 47-3-9 (g)(c))						22 Years		Destroy	
	Historical Records									
0111-0006	Personal Property Securities Records File - Unsealed - Chattel Mortgages --- (NJSA 47-3-9 (g)(c))						6 Years after final expiration		Destroy	
	Historical Records									

0111-0007	Personal Property Securities Records File – Unsealed - Conditional Sales --- File includes: original filing instruments, extensions of statements, proofs of entry of judgments and bills of sale upon condition of unsealed. (NJSA 47-3-9 (g)(c))						6 Years after final expiration		Destroy	
0112-0000	Prison Records File --- (NJSA 47:3-9(gg))						5 Years		Archival review	
0113-0000	War Enlistment Register --- (NJSA 38:25-7)						Permanent		Archival review	
0114-0000	Widow's Pension Records --- (NJSA 38:23-6.7)						Permanent		Archival review	
0115-0000	Newspaper File (Original) --- Original newspapers published in the retained by the County Clerk for the citizens of the county to have free access to them during business hours. The law was adopted in 1902 and repealed in 1921. (NJSA 45:9-17) (PL 1092, c. 152), (PL 1921, c.213) Recommend digital imaging.						75 Years		Archival review	

SRECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT			
DEPARTMENT SCHEDULE County Board of Elections and Superintendent of Elections HEADING		AGENCY # C440000	
DIVISION:		SCHEDULE # 007	
BUREAU:		PAGE # 1	OF 3

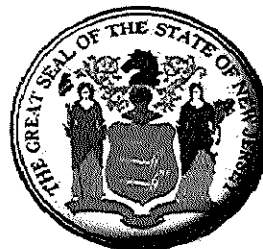
RETENTION SCHEDULE AMENDMENT

FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)	
FORMER AGENCY NUMBER	

RECORDS SERIES LEVEL AMENDMENTS

RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	DESCRIPTION	RETENTION
0120-0000	Secretary of State's Election Guides File (Copy)	New Record Series		
0120-0001	Secretary of State's Election Guides File (Copy) - Publications	New Record Series		Periodic review
0120-0002	Secretary of State's Election Guides File (Copy) – Verification Forms	New Record Series		2 years

STATE OF NEW JERSEY



COUNTY BOARD OF ELECTIONS AND SUPERINTENDENT OF ELECTIONS

C440000-007



Prepared by:
DORES Records Management Services
33 West State St. 5th Floor, PO Box 661 Trenton NJ 08646-0661
<https://www.nj.gov/treasury/revenue/rms/>
609-292-8711

Department:	COUNTY BOARD OF ELECTIONS AND SUPERINTENDENT OF ELECTIONS	Agency Representative:	Donna Barber
		Title:	ACTING DIRECTOR, NJ DIVISION OF ELECTIONS
		Phone #:	

SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.

Agency Representative Signature:	Date:	Secretary, State Records Committee Signature:	Date:
	6/4/25		

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0002-0000	Board Worker Applications - Organization Certificates — Consists of District Board Worker job applications.					P	2 Years		Destroy	
0004-0000	Certified List Of Polling Places					P	2 Years		Destroy	
0005-0000	Challenger List For Permits Issued					P	2 Years		Destroy	
0008-0000	Election District Maps — Including re-adjustments. Maps are also maintained permanently by the Division of Elections.					P	3 Years After update		Destroy	
0010-0000	Official Instructions And Procedures Manual (Original)					P	1 Years After update		Destroy	
0012-0000	Prosecutor's Letter Of Voter Disqualification — Consists of correspondence notifying the Election Board of a disqualified voter.					P	5 Years		Destroy	

0013-0000	Prosecutor's List Of Criminal Convictions For Voter Disqualification					P	5 Years		Destroy	
0014-0000	Receipts For Ballots And Supplies <u>N.J.S.A. 19:9.3; 52 U.S.C.A. 20701</u>					P	2 Years If Federal Election; 1 Year If Other		Destroy	
0015-0000	Returned Sample Ballots <u>N.J.S.A. 19:14-26; 52 U.S.C.A. 20701</u>					P	2 Years If Federal Election; 6 Months If Other		Destroy	
0017-0000	Voter Registration Investigation Reports					P	5 Years		Destroy	
0018-0000	Voter Registry Lists (Copy) --- Consists of registered voters per district and addresses. Original maintained by the Office of the County Clerk. <u>N.J.S.A. 19:31-18.3; 52 U.S.C.A. 20701</u>					P	2 Years If Federal Election; 1 Year If Other		Destroy	
0019-0000	Voting Authority Cards/Sheets <u>N.J.S.A. 19:52-2.1;52 U.S.C.A. 20701</u>					P	2 Years If Federal Election, 1 year if non- Federal		Destroy	
0025-0000	Poll Books - Digital --- Digital file types include: Voter Credits, Signature, Full Export and Delta. Note: As per <u>N.J.S.A. 19:31-35</u> , effective 2021, Electronic Poll Books required for use during early voting and on Election Day. <u>N.J.S.A. 19:31-3.3</u>					P	6 Years		Destroy	
0027-0000	Affidavit Of Residency File --- File includes: Signature Comparison, Disability Certificate and Identification Statement and Temporary Registration. <u>N.J.S.A. 19:31 A-8</u>					P	2 Years		Destroy	
0029-0000	Voter Declaration Of Party Affiliation --- File contains: voter registrations, affirmation statement from		X			P	10 Years		Destroy	

	provisional ballot, party change forms, and written declaration from registered voter. <u>N.J.S.A. 19:31-3.1</u>								
0030-0000	Death Notice List					2 Years		Destroy	
0031-0000	Declination Of Voter Registration				P	2 Years		Destroy	
0033-0000	Confirmation/Verification Notice Address								
0033-0001	Confirmation/Verification Notice Address - In County --- Used for a change of address within the county. <u>N.J.S.A. 19:10-1</u>				P	2 Years		Destroy	
0033-0002	Confirmation/Verification Notice Address - Out Of County --- Used for a change of address out of the county. <u>N.J.S.A. 19:10-1</u>				P	2 Years		Destroy	
0033-0003	Confirmation/Verification Notice - Address – Undeliverable <u>N.J.S.A. 19:10-1</u>				P	2 Years		Destroy	
0101-0000	Vote By Mail Ballots - Affirmation And Envelopes <u>N.J.S.A. 19:18-7</u>				P	2 Years After election		Destroy	
0102-0000	Vote By Mail Ballot Applications								
0102-0001	Vote By Mail Ballot Applications – Single Election Option				P	2 Years After election		Destroy	
0102-0002	Vote By Mail Ballot Applications – Calendar Year Option				P	2 Years After Calendar Year Of Application		Destroy	
0102-0003	Vote By Mail Ballot Applications – All Future Elections		X		P	5 Years		Destroy	
0103-0000	Certified List Of Vote By Mail Ballot Applications (Copy) --- Original maintained by the Office of the County Clerk.				P	2 Years		Destroy	

0104-0000	List Of Permits Issued To Agents Or Challengers — Used to permit said person to remain within the polling place while the election is in progress.					P	2 Years		Destroy	
0105-0000	Voter Registration File (Hardcopy and Electronic) File contains but is not limited to: Voter Registration Application, Mail Voter Registration Form, Record of Voting, Certificate of Signature, Disability Certificate and Identification Statement, Provisional Ballot Affirmation Statement, Deleted Voter documentation, Voter Registration History and supporting documentation.									
0105-0001	Voter Registration And Record Of Voting Form – Deleted Voter Listing		X			P	5 Years After deleted		Destroy	
0105-0002	Voter Registration And Record Of Voting Form – Deleted Voter Data Entry Form					P	Upon input and verification of electronic data system		Destroy	
0105-0003	Voter Registration Application Includes: new voters, change of name and change of address.		X			P	2 Years		Destroy	
0105-0004	Voter Registration Application - Duplicate Registration Duplication occurs when a voter has registered twice by mistake.					P	2 Years After Correction Made		Destroy	
0105-0005	Voter Registration Application - Affirmation Statement For The Use Of The Provisional Ballot		X			P	2 Years After deleted		Destroy	
0105-0006	Voter Registration Application - Rejected 52 <u>U.S.C.A.</u> 20701					P	2 Years If Federal Election; 1 Year If Other		Destroy	
0105-0007	Voter Registration Information – History Includes: name, address, registration date, birth date of registrant, party affiliation if any and voting record.		X			P	10 Years After deleted		Erase	
0106-0000	Canvasser's Report — Statistical Return of Registered Voters. 52 <u>U.S.C.A.</u> 20701					P	2 Years		Destroy	

0107-0000	Turnout Report --- Lists people on ballot and total votes per machine. 52 <u>U.S.C.A.</u> 20701					P	5 Years		Destroy	
0108-0000	Supervisor Board Worker Early Voting Binder - Seal Verification --- File contains Daily Ballot Reconciliation Form, Seal Audit Log and Ballot Transfer Form.					P	2 Years		Destroy	
0109-0000	Supervisor Board Worker Early Voting Binder - Zero Proof And Results --- File contains Zero Proof and Results from the Voting Machines. <u>N.J.S.A.</u> 19:18-7; <u>N.J.S.A.</u> 47:3-9m					P	5 Years		Destroy	
0110-0000	Vote By Mail Ballots --- File contains: Batch Cover Sheet, Batch Tracking Sheet, Certification - Ballot Counting, Batch Information Sheet, Control Log, Rejected Ballot Log, Missing Signature/Board Referral Log, Ballot Tracking Sheet, Cure Form and Return Cure Letter. <u>N.J.S.A.</u> 19:10-1; <u>N.J.S.A.</u> 19:31A-8					P	2 Years After election		Destroy	
0111-0000	Disability Certificate Of Voter Assistance --- File includes original Mail Registration Form, Certificate of Signature, Disability Certificate and Identification Statement and Provisional Ballot Affirmations. <u>N.J.S.A.</u> 19:31A-8					P	2 Years		Destroy	
0112-0000	Ballot Drop Box --- Interior Ballot Storage Container Chain of Custody Log, Election Night Closing Checklist, Interior Ballot Storage Container Opening Log <u>N.J.S.A.</u> 19:10-1; <u>N.J.S.A.</u> 19:18-4					P	2 Years		Destroy	
0113-0000	Voting Machines Ballots – Hardcopy <u>N.J.S.A.</u> 19:18-7					P	2 Years After election		Destroy	
0114-0000	Voting Machine Ballots - Electronic --- Ballot Images for tabulators.					P	5 Years		Destroy	
0115-0000	Voting Machines - Pre Logic And Accuracy (L&A) Testing And Logic And Accuracy (L&A) Testing					P	2 Years		Destroy	

	— Logic and Accuracy Testing of ballots for voting machines										
0116-0000	Election Day Incident Reports					P	2 Years After election		Destroy		
0117-0000	Provisional Ballots – Envelopes <u>N.J.S.A. 19:18-7</u>					P	2 Years After election		Destroy		
0118-0000	Emergency Ballots <u>N.J.S.A. 19:18-7</u>					P	2 Years After election		Destroy		
0119-0000	Audit Reports - Hardcopy — File includes audit reports and ballots drawn for the audit.					P	5 Years		Destroy		
0120-0000	Secretary of State's Election Guides File (Copy) Department of State, Division of Elections-generated publications and associated verification forms regarding election procedures for the County Boards of Election. Originals maintained by the Department of State, Division of Elections.										
0120-0001	Secretary of State's Election Guides File (Copy) - Publications						Periodic review		Destroy		
0120-0002	Secretary of State's Election Guides File (Copy) – Verification Forms						2 years		Destroy		

SRECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT			
DEPARTMENT SCHEDULE Municipal General Schedule HEADING		AGENCY # M100000	
DIVISION:		SCHEDULE # 019	
BUREAU:		PAGE # 1	OF 3

RETENTION SCHEDULE AMENDMENT

FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)	
FORMER AGENCY NUMBER	

RECORDS SERIES LEVEL AMENDMENTS

RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	DESCRIPTION	RETENTION
0420-0000	Employment Eligibility Verification (I-9) Form/E-Verification Receipt – US Department of Homeland Security and US Citizenship and Immigration Services (USCIS) _____ (P L. 99-603).	Retention Change		Former: 6 years after termination of employment Current: 3 years after date of hire or 1 year after termination of employment, whichever is later
0800-0000	E-Mail Records And Electronic Administrative Resource Files	Record Series Number Change		
0801-0000	E-Mail Records (Seven Years Or Less)	Record Series Number Change		
0802-0000	Electronic Administrative Resource Files	Record Series Number Change		
0803-0000	Customer Profile Payment Data	Record Series Number Change		
0804-0000	Database, Including Production, Test, And Development Versions, And Any	New Record Series		

	Associated Tables And Logs			
0804-0100	Application Programs Used To Access, Update, Maintain And Secure The Database	New Record Series		
0804-0200	Application Program/Database Documentation Including, But Not Limited To, Specifications, Descriptions Of Functions, Program Tool Kits, Flow Charts, Data Diagrams, And Data Dictionaries	New Record Series		
0804-0201	Machine-Readable Content	New Record Series		
0804-0202	Paper-Based Content	New Record Series		
0804-0300	Individual Database Entries (New And Updated) Created During The Functional Life Of The Database	New Record Series		
0804-0400	Security Information	New Record Series		
0800-0500	Logs	New Record Series		
0804-0600	Application Programs Used To Access, Update, Maintain And Secure The Database	New Record Series		
0804-0700	Application Program/Database Documentation Including, But Not Limited To, Specifications, Descriptions Of Functions, Program Tool Kits, Flow Charts, Data Diagrams, And Data Dictionaries	New Record Series		
0804-0701	Machine-Readable Content	New Record Series		
0804-0702	Paper-Based Content	New Record Series		
0804-0800	Individual Database Entries (New And Updated) Created During The Functional Life Of The Database	New Record Series		
0804-0900	Security Information	New Record Series		

0805-0000	Social Media Records	New Record Series		
0805-0001	Social Media Records - Informational Postings	New Record Series		
0805-0002	Social Media Records - General Information Exchange	New Record Series		
0805-0003	Social Media Records - Service Transactions	New Record Series		
0805-0004	Social Media Records - Planning, Decision Support And Knowledge Management	New Record Series		
0806-0000	Electronic Communications Records	New Record Series		
0806-0001	Electronic Communications Records - General/Routine Information Communications	New Record Series		
0806-0002	Electronic Communications Records - Operational Information Exchange	New Record Series		
0806-0003	Electronic Communications Records - Service Transactions	New Record Series		
0806-0004	Electronic Communications Records - Planning, Decision Support And Knowledge Management	New Record Series		



MUNICIPAL CLERKS' ASSOCIATION OF NEW JERSEY, INC.

P.O. Box 7248, Watchung, NJ 07069

Website: www.njclerks.org Email: mcanj@njclerks.org

Officers FY2024/2025 - Nancy A. Bretzger, President & 1VP
Kim Macellaro, 2VP; Ann Marie McCarthy, Treasurer;
Edith Gil, Secretary; Michele Bobrowski, Immediate Past President

May 20, 2025

Karen Perry, Administrative Analyst
NJ Department of Treasury
Division of Revenue and Enterprise Services
Records Management Services
33 West State Street
PO Box 661
Trenton, NJ 08625

Dear Ms. Perry:

On behalf of the Municipal Clerks Association of New Jersey, I am pleased to inform you that the Association has reviewed and approved the new Records Retention Schedule.

This schedule reflects current best practices and regulatory requirements for the management and preservation of municipal records. Its implementation will enhance the efficiency, compliance, and accountability of record-keeping practices across our municipalities.

Please feel free to contact us if you require any further information or assistance regarding the Records Retention Schedule.

Thank you for your continued dedication to effective municipal governance.

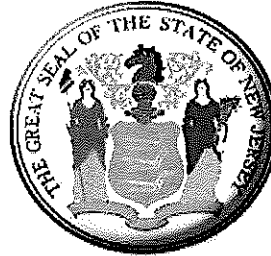
Sincerely,

Nancy A. Bretzger

President

Municipal Clerks Association of New Jersey

STATE OF NEW JERSEY



MUNICIPAL CLERK

M200000-012



Prepared by:
DORES Records Management Services
33 West State St. 5th Floor, PO Box 661 Trenton NJ 08646-0661
<https://www.nj.gov/treasury/revenue/rms/>
609-292-8711

Department:	MUNICIPAL CLERK	Agency Representative:	Nancy Bretzger
		Title:	Municipal Clerk, Acting President MCANJ
		Phone #:	

SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.

Agency Representative Signature:	Date:	Secretary, State Records Committee Signature:	Date:
<i>Nancy A. Bretzger</i>	<i>5-20-2025</i>		

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0001-0000	Abstract Of Ratables (Copy) --- County-issued annual statistical and financial report detailing the associated townships including annual taxes, revenue, expenditure, population, housing, etc. Original maintained by the County Board of Taxation.						3 Years		Destroy	
Animal Companion File (Cat And Dog)										
0002-0001	Animal Companion File - Cat And Dog License Tag (Unused) --- May also be retained by Local Health Department.						6 Years After expiration		Destroy	
0002-0002	Animal Companion File - Bite Cases - Adult --- May also be retained by Local Health Department.						6 Years		Destroy	
0002-0003	Animal Companion File - Bite Cases - Minor --- May also be retained by Local Health Department.						6 Years After age of majority		Destroy	
0002-0004	Animal Companion File - Damage Report --- May also be retained by Local Health Department.						6 Years After update		Destroy	

0002-0005	Animal Companion File - Census Report --- May also be retained by Local Health Department.					3 Years After inactive		Destroy	
0002-0006	Animal Companion File - Cat And Dog License And Application (Copy) --- Original maintained by cat and dog owner.					6 Years After expiration		Destroy	
0003-0000	License And Permit File							Destroy	
	Application File- License, Permit And Certificate								
0003-0001	License And Permit File – Permits And Applications Issued By The Municipal Clerk --- File pertaining to license and permits issued by the Municipal Clerk including but not limited to: Street Opening, Notice of Appeal to a Governing Body for Board of Adjustment Decision, Unofficial Search for Liens or Improvements, Peddlers, Solicitors, Canvassers and Transient Merchants, Theaters, Outdoor Drive-In Theaters, Towing Owners and Operators, Code Subscription, Teen Nights, Secondhand Automobile Dealer, Junk Dealers and Operators, Dance or Nightclub, Jewelry and Precious Metals Dealer, Secondhand Goods, Firearm, Bow/Arrow Hunting and Trapping - Fish and Game, Limousine Owner and Operator and Beach/Community Pool/Recreation Center Badge. File contains application, license, stub, monthly reports, permit and supporting documentation.					6 Years		Destroy	
0003-0002	License And Permit File – Alcoholic Beverage Control (ABC) File --- File pertaining to the license to sell and serve alcoholic beverages. File contains application, index, register, identification card application, ad interim permit (daily, one-time, event, catering) and supporting documentation. (N.J.A.C. 13:47-4.6)					6 Years After license is expired, sold or revoked		Destroy	
0003-0003	License And Permit File - Legalized Games Of Chance, Bingo, And Raffle Application File --- File contains but is not limited to: License Applications, License (Copy) for Legalized Games of Chance, Bingo and Raffle; Report of Legalized Games of Chance, Bingo and Raffle Operations; Spreadsheet for Legalized Games Of Chance, Bingo, and Raffle, Organization Name, Address and Members; gross and net receipts; expenses; games schedule and list of prizes. A copy is maintained					5 Years After expiration		Destroy	

	by the Legalized Games of Chance Control Commission, Division of Consumer Affairs, Department of Law and Public Safety. (N.J.S.A. 5: 8-26, 37) (N.J.S.A. 5: 8-52, 64) (N.J.A.C. 13:47-2.5) (N.J.A.C. 13:47-4.6)								
0003-0005	License And Permit File - Stubs					6 Years		Destroy	
0003-0006	License And Permit File - General					6 Years		Destroy	
0003-0007	License And Permit File – Alcoholic Beverage Control (ABC) License					6 Years After license is expired, sold or revoked		Destroy	
0003-0008	License And Permit File – Mercantile/Tourism					6 Years		Destroy	
0003-0009	License And Permit File - Livery, Taxi, Tow Truck And Wrecker Owner And Operator					6 Years		Destroy	
0003-0010	License And Permit File – License (Copy), Docket Book And Spreadsheet For Legalized Games Of Chance, Bingo And Raffle --- File contains but is not limited to: Legalized Games of Chance, Bingo and Raffle Operations Docket Book, Spreadsheet and supporting documentation. Original license maintained by the licensee and a copy by the Local Police Department. (N.J.S.A. 5: 8-26, 37) (N.J.S.A. 5: 8-52, 64) (N.J.A.C. 13:47-2.5) (N.J.A.C. 13:47-4.6)					6 Years After final entry		Destroy	
0003-0013	License And Permit File - Stream Encroachment (Copy) Issued By The Municipal Clerk --- File contains Stream Encroachment Application (copy) and Permit (copy), Letter of Interpretation, Letter of Hazardous Substance, and supporting documentation. Original documents maintained by the Department of Environmental Protection and the Office of the County Clerk and additional copies by the Local Engineer and/or Local Health Department.					6 Years After expiration of permit		Destroy	
0003-0014	License And Permit File - Fresh Water Wetlands File (Copy) Issued By The Municipal Clerk --- File contains Fresh Water Wetlands Application (copy) and Permit					6 Years After expiration of permit		Destroy	

	(copy), Letter of Interpretation, documentation regarding Brownfields and Fresh Water Wetlands, and supporting documentation. Original maintained by the Department of Environmental Protection and additional copies by the Local Engineer and/or Local Health Department. (N.J.S.A. 13:9B-9)								
0003-0015	License And Permit File – Health Spa, Massage Therapy And Somatic Therapy						6 Years		Destroy
0003-0016	License And Permit File - General --- All permits issued by the Municipal Clerk and accepted by the Municipality which are not specified elsewhere.						6 Years		Destroy
	Certificate File								
0004-0000	Certificate File - General --- All certificates issued by the Municipal Clerk and accepted by the Municipality which are not specified elsewhere.						6 Years		Destroy
0004-0001	Certificate File - Availability Of Funds (Copy) --- Original is attached to the Resolution.						3 Years		Destroy
0004-0002	Certificate File - Table Of Equalized Valuations (Copy) --- Original retained by Department of the Treasury, Division of Taxation.						3 Years		Destroy
0004-0003	Certificate File - Certificate Of Insurance And Public Official Bonds						6 Years		Destroy
0004-0004	Certificate File - Average Ratios And Common Level Range (Copy) --- Original retained by Department of the Treasury, Division of Taxation.						3 Years		Destroy
0005-0000	Deeds And Easements File - Municipal Property Acquisitions --- File includes Final Appraisal used for purchase.						Permanent		Archives
	Election Records File								
	Note: Sample Ballots are to be returned to the County Commissioner of Registration. NJSA 19:49-4b(1),(2)								

0006-0001	Election Records File - Election Returns Certificate of Election; petitions; statements of candidates, campaign managers, and treasurers; tally statements of election results; and returns for Primary, General, Recall, Special and School Board Elections.					5 Years		Destroy	
0006-0002	Election Records File - Ballots (Irregular) - Write-In					2 Years		Destroy	
0006-0003	Election Records File - Ballots (Used And Unused) - Municipal And Special Election					2 Years After election		Destroy	
0006-0004	Election Records File - Receipt For Supplies For Municipal And Special Election					2 Years		Destroy	
0006-0005	Election Records File - Receipt For Supplies For Federal Election					2 Years		Destroy	
0006-0009	Election Records File - Petition - Referendum And Repeal					5 Years After submission		Destroy	
0006-0010	Election Records File - Certified List Of Polling Places - All Elections (Copy) --- Original maintained by the County Board of Elections					2 Years		Destroy	
0006-0011	Election Records File - Election District Maps (Copy) --- Original filed with County Board of Elections					5 Years As updated		Destroy	
0006-0012	Election Records File - Voter Registration List (Copy) --- Original kept by the County Superintendent of Elections. (N.J.S.A. 19:31-18.3)					1 Year		Destroy	
0006-0013	Election Records File - Certified List Of Public Offices To Be Filled (Copy) --- Original maintained by the County Clerk.					2 Years After election		Destroy	
0006-0014	Election Records File – Acceptance Form --- Includes machine-generated documentation.					2 Years After election		Destroy	
0007-0000	Foreclosure, Condemnation, Eminent Domain And Declaration Of Taking File – Residential And Commercial Properties					Permanent		Archives	

[illegible]

0013-0001	Minutes File (Original) --- Note: The original, hardcopy/paper Minutes cannot be destroyed as they are deemed to be Essential, Historical Records.						Permanent		Archives	
0013-0002	Minutes File (Copy)						Periodic review		Destroy	
0014-0000	Oaths Of Office File						5 Years After Term of office		Destroy	
	Petition File - Citizens (Excluding Elections)									
0015-0001	Petition File - Municipal Incorporations And Annexations						Permanent		Archives	
0015-0002	Petition File - Not Filed Pursuant Statute						1 Year From date of filing		Destroy	
	Petition File - Citizens (Excluding Elections)									
0015-0003	Petition File - Improvements (Approved And Denied)						5 Years		Destroy	
	Petition File									
0015-0004	Petition File - Referendum And Repeal						5 Years After submission		Destroy	
0016-0000	Affidavits Of Publication --- Affidavits of publication pertaining to: open public meetings, contracts, ordinances, budgets, elections, block grants, hearings requirements, etc.						6 Years		Destroy	
0017-0000	Monthly Report Of Trailer Spaces Rented						3 Years		Destroy	
	Tax File									
0018-0001	Tax File - Tax Appeal (Copy) --- Original is maintained by either the County Board of Taxation or the						3 Years		Destroy	

	State Tax Court. Additional copies are kept by the petitioner and the Tax Assessor.								
0018-0002	Tax File - Tax Map (Copy) --- Original may be maintained by either the Tax Assessor or Township Engineer and a copy is sent to the County Clerk.					As updated		Destroy	
	Search File								
0019-0001	Search File - Application Special And Municipal Assessment/Liability --- Assessment/Liability and Certificate of Liability for Assessment for Municipal Improvement (Assessment Search)					6 Years		Destroy	
0019-0002	Search File – Work papers Special Improvement District And Local Municipal Improvement.					6 Years		Destroy	
0019-0003	Search File - Certificate Liability For Assessment For Municipal Improvement (Assessment Search)					6 Years		Destroy	
0019-0004	Search File - Certificate - Non-Exempt Fireman --- <u>N.J.S.A. 40A: 14-56,57</u>					6 Years After termination of employment or age 85, whichever is sooner		Destroy	
0021-0000	Rental Registration File --- Registration of tenants and landlords. (<u>N.J.S.A. 2A:42-78</u>) (<u>N.J.S.A. 46:8-28</u>)					6 Years		Destroy	
0022-0000	New Jersey Residential Construction Off-Site Conditions Disclosure Act Listing Of Off-Site Conditions --- Lists of off-site conditions (e.g. , overhead electrical lines, underground gas lines, electrical and sewer pump stations, wastewater treatment plants, and landfill areas, etc.) that may have detrimental effect on the value of surrounding residential real estate. Forms are annually submitted by the owners of the sites and supporting documentation by the State Departments of Community Affairs and Environmental Protection. (<u>N.J.S.A. 52:27D-3(e)</u> and <u>46:3C-4</u> and <u>5</u>)					10 Years		Destroy	

0023-0000	<p>Site Remediation Technical Requirements - Notification Of Cleanup Of A Contaminated Site And Letter Of Hazardous Substance</p> <p>---</p> <p>Notification from the party concerned to the Municipal Clerk regarding the cleanup of a contaminated site within the Municipality which may or may not be under the oversight of the Department of Environmental Protection. (N.J.S.A. 46:30-1 through 12)</p>						30 Years		Destroy	
0024-0000	<p>Passport Application Transmittal (Copy)</p> <p>---</p> <p>Original maintained by the U.S. Office of Passport Services, U.S. Department of State. (22 CFR Part 51)</p>					P	24 Months		Destroy	
0025-0000	<p>Cable Television Franchise Contract File</p> <p>---</p> <p>Contract between the municipal agency and a cable television company for the installation of cable television throughout a municipality. File contains but is not limited to the following: application, approval, renewal, and denial documents; Certificate of Approval (copy); contract (copy); fee receipts; copies of associated Minutes, Resolutions, Ordinances, and Public Hearing Notices; and supporting documentation.</p>						6 Years After Expiration Of Franchise Contract		Destroy	
0026-0000	<p>Non-Solicitation List</p> <p>---</p> <p>List of names and addresses of residents and businesses that do not wish to receive solicitors.</p>						3 Years After update		Destroy	
0027-0000	<p>Land Use File</p> <p>---</p> <p>File regarding a change in local land use as adopted through an ordinance. A letter announcing an open public meeting regarding the ordinance adoption is sent to the Office of County Planning and a certified letter is sent to the township residents affected by the land use change. File contains but is not limited to: County Planning Board and township resident(s) correspondence (copy), certified mail receipts, ordinance (copy) and supporting documentation. (N.J.S.A. 40:55D-16)</p>						6 Years		Destroy	
0028-0000	<p>Shoreline Survey</p> <p>---</p> <p>Data collected to evaluate changes on the beach over a period of time. The comparison calculates sand volume and shoreline changes. Data can be used by the United States Army Corp of Engineers and the Department of Environmental Protection.</p>						Permanent		Archives	

0029-0000	<p>Best Practices Inventory (Copy)</p> <p>---</p> <p>Annual funding-qualifying inventory/questionnaire evaluating a municipality's compliancy with State Laws, Statutes and Regulations. Areas of Core Competencies and Best Practices include but are not limited to: Personnel; Health Benefits; Budget; Financial Administration; Capital Projects; Transparency; Procurement; Cybersecurity; Shared Services; Tax Services; Housing; Opportunity Zones; Liquor Licensing and Environment. Original maintained by the Department of Community Affairs, Division of Local Government Services.</p>						6 Years		Destroy	
0030-0000	<p>Governing Body Meeting Work papers And Supporting Documentation - Municipal Clerk Notes</p> <p>---</p> <p>Note:</p> <p>1. Refer to the Municipal General Schedule for reference to Original and Copies of documents pertaining to Open Public Meetings, Minutes and Agendas.</p> <p>2. The original, hardcopy/paper Minutes cannot be destroyed as they are deemed to be Essential, Historical Records.</p>						Periodic review		Destroy	

3/27/24 - Teams Mtg.
Meeting ID - 212 405 037 82
Passcode - R 5md Nm

Patricia Reid

From: Patricia Reid
Sent: Tuesday, January 16, 2024 4:32 PM
To: 'Guzman-Reyes, Virma [TREAS]'
Cc: Christine Robbins; Tanya Pannucci; Greg Slavicek
Subject: RE: Destruction of Illegible records

Importance: High

Virma,
Good afternoon, as directed by you we reached out to a remediation/restoration company regarding the 55+ year old records that are illegible. The following was the response:

+++++

From: Paul Migliore <paul.migliore@us.belfor.com>
Sent: Wednesday, January 10, 2024 11:50 AM
To: Christine Robbins <crobbins@monroetwp.com>
Cc: Patricia Reid <PReid@monroetwp.com>; Tanya Pannucci <TPannucci@monroetwp.com>
Subject: Re: [EXTERNAL] RE: contact info

Christine,

Depending on what the documents are, my recommendation would be to destroy them. The cost to restore them to the extent possible would be approximately \$300 per cubic foot of documents. The process would not recover lost information or faded typeset/ink. The condition of the documents appears to be questionable at best based on the appearance of prolonged exposure to high levels of moisture and being stored in an uncontrolled environment.

Please let me know if you have any questions or require assistance restoring the documents.

Thanks,
Paul

Paul Migliore

BELFOR Property Restoration
50 Ethel Road West

Piscataway, NJ 08854
Tel. 732-317-4500

Cell 973-900-1638

HIC # 13VH03053100

+++++

Do you have any further guidance as to how we can get this approval.

Sincerely,

Patricia Reid

Patricia Reid, RMC/CMR
Township Clerk/Registrar
I Municipal Plaza
Monroe Twp., NJ 08831

(732) 656-4574 phone

(732) 521-3190 fax



From: Patricia Reid

Sent: Thursday, December 28, 2023 1:57 PM

To: Guzman-Reyes, Virma [TREAS] <Virma.Guzman-Reyes@treas.nj.gov>

Cc: Christine Robbins <CRobbins@monroetwp.com>; Tanya Pannucci <TPannucci@monroetwp.com>; Greg Slavicek <GSlavicek@monroetwp.com>

Subject: RE: Destruction of Illegible records

Importance: High

Good afternoon,

Can you please advise me of the **status of approval** for us to destroy the documents. I would like to move this process forward.

Have a nice holiday season.

Sincerely,

Patricia Reid

Patricia Reid, RMC/CMR
Township Clerk/Registrar

I Municipal Plaza
Monroe Twp., NJ 08831

(732) 656-4574 phone
(732) 521-3190 fax



From: Patricia Reid <PReid@monroetwp.com>
Sent: Friday, December 8, 2023 8:48 AM
To: Guzman-Reyes, Virma [TREAS] <Virma.Guzman-Reyes@treas.nj.gov>
Cc: Christine Robbins <CRobbins@monroetwp.com>; Tanya Pannucci <TPannucci@monroetwp.com>; Greg Slavicek <GSlavicek@monroetwp.com>
Subject: RE: Destruction of Illegible records

This is how the trailers were when they opened them. Please advise if you need anything additional and when destruction is approved.

Sincerely,

Patricia Reid

Patricia Reid, RMC/CMR
Township Clerk/Registrar
I Municipal Plaza
Monroe Twp., NJ 08831

(732) 656-4574 phone
(732) 521-3190 fax



From: Guzman-Reyes, Virma [TREAS] <Virma.Guzman-Reyes@treas.nj.gov>
Sent: Monday, December 4, 2023 3:57 PM
To: Patricia Reid <PReid@monroetwp.com>
Subject: RE: Destruction of Illegible records

Do you have pictures of the damage?

From: Patricia Reid <PReid@monroetwp.com>
Sent: Monday, December 4, 2023 12:59 PM
To: Guzman-Reyes, Virma [TREAS] <Virma.Guzman-Reyes@treas.nj.gov>
Cc: Christine Robbins <CRobbins@monroetwp.com>; Tanya Pannucci <TPannucci@monroetwp.com>; Greg Slavicek <GSlavicek@monroetwp.com>
Subject: [EXTERNAL] RE: Destruction of Illegible records

*** CAUTION ***

This message came from an **EXTERNAL** address (preid@monroetwp.com). **DO NOT** click on links or attachments unless you know the sender and the content is safe.

New Jersey State Government Employees Should Forward Messages That May Be Cyber Security Risks To
PhishReport@cyber.nj.gov.

Good afternoon,

Attached please find the completed "damaged records report". Please advise when this will be discussed and or approved so we can move forward with the destruction.

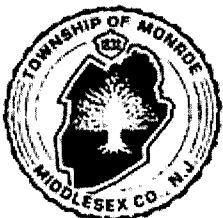
Have a safe, happy and healthy holiday season.

Sincerely,

Patricia Reid

Patricia Reid, RMC/CMR
Township Clerk/Registrar
I Municipal Plaza
Monroe Twp., NJ 08831

(732) 656-4574 phone
(732) 521-3190 fax



From: Guzman-Reyes, Virma [TREAS] <Virma.Guzman-Reyes@treas.nj.gov>
Sent: Monday, December 4, 2023 8:25 AM
To: Patricia Reid <PReid@monroetwp.com>
Subject: Re: Destruction of Illegible records

Good morning,

Attached you will find the damaged records form. Please be thorough filling it out. Any questions concerns please give me a call.

Regards,
Virma Guzman Reyes
Records Analyst 3
Records Management Services
Division Of Revenue and Enterprise Services
33 West State Street, 5th Fl. ☐ P.O. Box 661☐☐☐ Trenton NJ 08625
Tel: 609-292-8711 Cell: 609-775-5873

From: Patricia Reid <PReid@monroetwp.com>
Sent: Thursday, November 30, 2023 2:18 PM
To: Guzman-Reyes, Virma [TREAS] <Virma.Guzman-Reyes@treas.nj.gov>
Cc: Christine Robbins <CRobbins@monroetwp.com>; Tanya Pannucci <TPannucci@monroetwp.com>; Greg Slavicek <GSlavicek@monroetwp.com>
Subject: [EXTERNAL] RE: Destruction of Illegible records

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PhishReport@cyber.nj.gov.

Virma,
Good afternoon, thank you for your response, can you please forward me a “disaster recovery” form.

Thanks again for your help.

Sincerely,

Patricia Reid

Patricia Reid, RMC/CMR
Township Clerk/Registrar
I Municipal Plaza
Monroe Twp., NJ 08831

(732) 656-4574 phone
(732) 521-3190 fax



From: Guzman-Reyes, Virma [TREAS] <Virma.Guzman-Reyes@treas.nj.gov>
Sent: Thursday, November 30, 2023 2:02 PM
To: Patricia Reid <PREid@monroetwp.com>
Subject: Re: Destruction of Illegible records

You will need to fill out disaster recovery form. We will present your situation to the SRC, they will approve the destruction of these "water logged papers".

Regards,
Virma Guzman Reyes
609-775-5873

Sent via the Samsung Galaxy S9, an AT&T 5G Evolution capable smartphone
Get [Outlook for Android](#)

From: Patricia Reid <PREid@monroetwp.com>
Sent: Thursday, November 30, 2023 12:05:49 PM
To: Hartmann, Elizabeth [TREAS] <Liz.Hartmann@treas.nj.gov>; Guzman-Reyes, Virma [TREAS] <Virma.Guzman-Reyes@treas.nj.gov>
Cc: Christine Robbins <CRobbins@monroetwp.com>; Tanya Pannucci <TPannucci@monroetwp.com>; Greg Slavicek <GSlavicek@monroetwp.com>
Subject: [EXTERNAL] RE: Destruction of Illegible records

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PhishReport@cyber.nj.gov.

Ms. Hartmann,

Good afternoon, I'm not sure you understand my dilemma, the records are illegible and I am unable to see what they are. As I stated below our Construction Department did find a permit from the 1960's. To that end the retention schedule states permits are kept for the "life of the structure". Fast forward 60 years I am sure all of these are online in our system.

I would like to move ahead with the destruction of the records and ask the procedure for the controlled burn process.

Please advise.

Sincerely,

Patricia Reid

Patricia Reid, RMC/CMR
Township Clerk/Registrar
1 Municipal Plaza
Monroe Twp., NJ 08831

(732) 656-4574 phone
(732) 521-3190 fax



From: Hartmann, Elizabeth [TREAS] <Liz.Hartmann@treas.nj.gov>
Sent: Monday, November 27, 2023 11:20 AM
To: Patricia Reid <PREid@monroetwp.com>; Guzman-Reyes, Virma [TREAS] <Virma.Guzman-Reyes@treas.nj.gov>
Cc: Christine Robbins <CRobbins@monroetwp.com>; Tanya Pannucci <TPannucci@monroetwp.com>; Greg Slavicek <GSlavicek@monroetwp.com>
Subject: RE: Destruction of Illegible records

Are the records past their retention?

From: Patricia Reid <PREid@monroetwp.com>
Sent: Monday, November 27, 2023 9:08 AM
To: Hartmann, Elizabeth [TREAS] <Liz.Hartmann@treas.nj.gov>
Cc: Christine Robbins <CRobbins@monroetwp.com>; Tanya Pannucci <TPannucci@monroetwp.com>; Greg Slavicek <GSlavicek@monroetwp.com>

Subject: [EXTERNAL] FW: Destruction of Illegible records

Importance: High

*** CAUTION ***

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New Jersey State Government Employees Should Forward Messages That May Be Cyber Security Risks To
PhishReport@cyber.nj.gov.

Ms. Hartmann,

Good morning, my office has tried to reach you via email and I left a voicemail on November 20, 2023 regarding the destruction of illegible water damage records from the late 1960's. The Township has 2 old containers/trailer that records were kept in dating back to the late 1960's. At some point the roof collapsed on the containers, therefore they were open to the elements. My office tried to go into the containers to inventory the contents and were unsuccessful, but some Construction permits were noticeable dated 1969.

My DPW supervisor had the County Shredder come out to assess the contents and concluded they would not be able to put them through the machine. With that said, we have reached out to the Middlesex County Fire Academy who said they could do a controlled burn in their burn house.

At this point, I need to know from you the proper procedure to get this project moving, so we can properly destroy the records.

Please respond at your earliest convenience.

Sincerely,

Patricia Reid

Patricia Reid, RMC/CMR
Township Clerk/Registrar
1 Municipal Plaza
Monroe Twp., NJ 08831

(732) 656-4574 phone
(732) 521-3190 fax



From: Alicia Gonzalez <AGonzalez@monroetwp.com>
Sent: Monday, November 20, 2023 11:28 AM
To: Patricia Reid <PREid@monroetwp.com>
Subject: FW: Destruction of Illegible records

Liz Hartmann

[609-777-1020](tel:609-777-1020)

From: Alicia Gonzalez
Sent: Friday, November 17, 2023 3:08 PM
To: liz.hartmann@treas.nj.gov
Cc: Patricia Reid <PREid@monroetwp.com>
Subject: Destruction of Illegible records

Good Afternoon Ms. Hartmann,

We would like to know the steps to take when it comes to getting authorization to destroy illegible and water damaged records.

Thank you,

Alicia Gonzalez
Records Management Coordinator
Monroe Township Clerk's Office
1 Municipal Plaza, Room 107
Monroe Twp., NJ 08831
732-656-4573

Patricia Reid

From: Paul Migliore <paul.migliore@us.belfor.com>
Sent: Wednesday, January 10, 2024 11:50 AM
To: Christine Robbins
Cc: Patricia Reid; Tanya Pannucci
Subject: Re: [EXTERNAL] RE: contact info

Follow Up Flag: Follow up
Flag Status: Flagged

Christine,

Depending on what the documents are, my recommendation would be to destroy them. The cost to restore them to the extent possible would be approximately \$300 per cubic foot of documents. The process would not recover lost information or faded typeset/ink. The condition of the documents appears to be questionable at best based on the appearance of prolonged exposure to high levels of moisture and being stored in an uncontrolled environment.

Please let me know if you have any questions or require assistance restoring the documents.

Thanks,
Paul

On Wed, Jan 10, 2024 at 11:43 AM Christine Robbins <crobbins@monroetwp.com> wrote:

Paul,

Attached find a picture of the records we spoke about earlier. Please advise on how we can proceed.

Thank you! I really appreciate all your guidance.

Christine Robbins, R.M.C., C.M.R.

Deputy Township Clerk

Deputy Registrar

Township of Monroe

One Municipal Plaza

Monroe Township, N.J. 08831

(732) 656-4573



From: Paul Migliore <paul.migliore@us.belfor.com>
Sent: Wednesday, January 10, 2024 10:30 AM
To: Christine Robbins <crobbins@monroetwp.com>
Subject: contact info

--
Paul Migliore

BELFOR Property Restoration
50 Ethel Road West

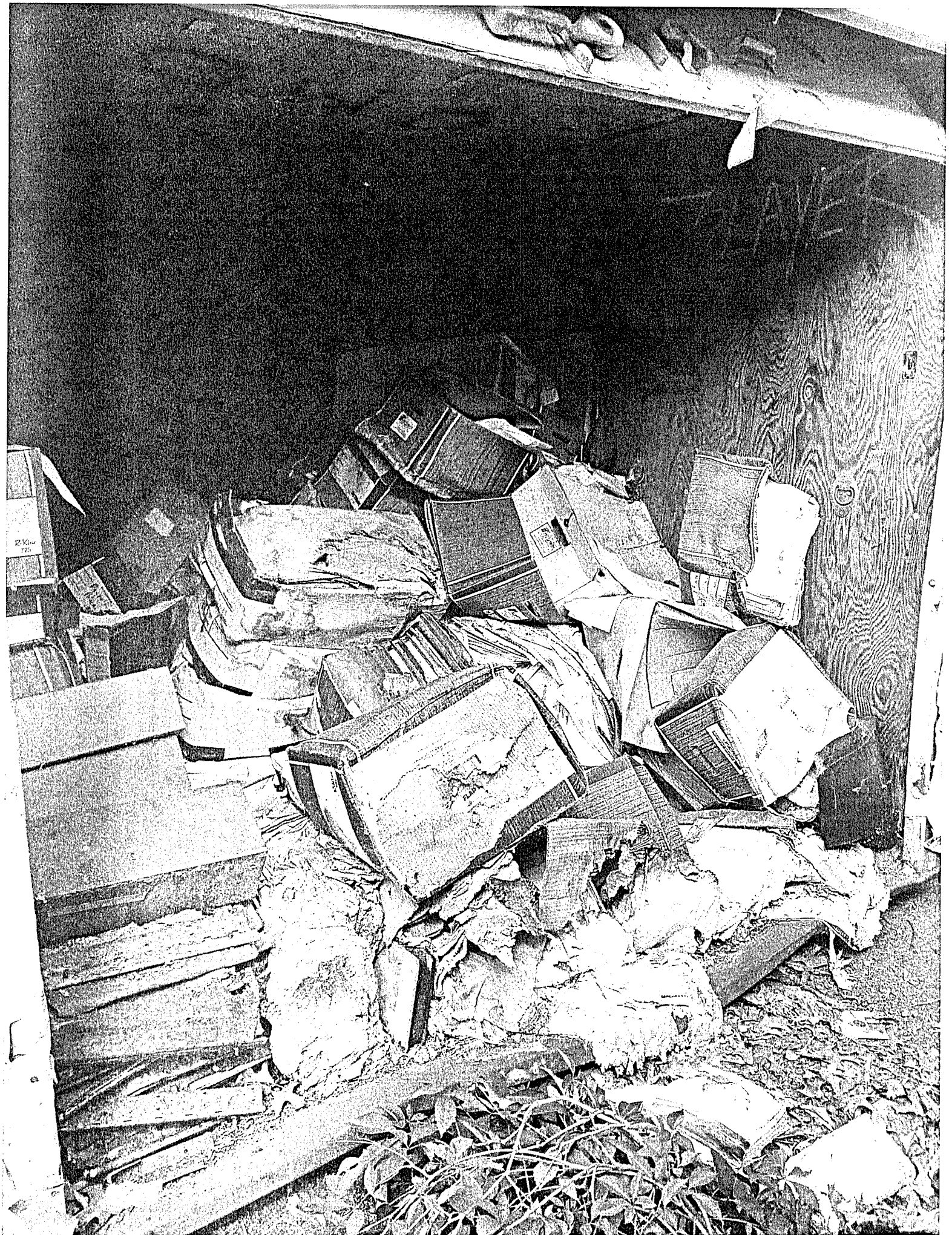
Piscataway, NJ 08854
Tel. 732-317-4500

Cell 973-900-1638

HIC # 13VH03053100

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Please consider the environment before printing this e-mail



DEPARTMENT OF THE TREASURY
DIVISION OF REVENUE AND ENTERPRISE SERVICES
RECORDS MANAGEMENT SERVICES
Mailing: PO Box 661, Trenton, NJ 08625
Location: 33 West State Street 5th Floor, Trenton, NJ 08618

Damaged Records Report

Agency Name: Monroe Township, Middlesex County
Address: 1 Municipal Plaza, Monroe Twp., NJ 08831
Phone: (732) 656-4574
Email: preid@monroetwp.com
Contact Person: Patricia Reid, RMC, CMR

Date the Damage Occurred: 1970's

Date the damage was discovered: n/a -this situation dates back prior to my employment here approximately 1970's.

Complete the following. (Answer field will expand to accommodate all answers)

1. Describe circumstances of how the damage occurred. Apparently, some time in the 1970s and 1980s the Township had placed records in 2 enclosed trailers and were placed in the back of the Police/EMS lot. Over the years the roofs had caved in and they were open to the elements. (rain, snow, mold, rodents etc.)

2. Describe circumstances of how the damage was discovered. Recently the Municipal lots were to be paved and the DPW contacted the Clerk's Office asking if the records could be moved or destroyed.

3. What salvage attempts were made? Once my office was contacted, I in turn contacted all Dept. Heads to ask if anyone had knowledge of what was contained within. Again, this situation pre-dates all of the current Dept., Heads and no one could confirm any of their records were in the containers. My office along with other employees tried to get into the containers to see if we could identify and catalogue the contents. The records were all water damaged, resulting in mold, clumped together and illegible.

4. Were any of the records affected by this event salvageable? No, but a Construction permit was found and showed a date of 1969.

5. Why are these records unsalvageable? They were boxed and in metal file cabinets stored in metal trailers for over 40 years, I'm not sure when the roofs collapsed opening the contents to all the elements.

6. Who determined that the records could not be salvaged? Myself, The Clerk's office along with DPW tried to sift through, at that point it was also a safety and Health situation for the employees with mold and rodents etc.

7. Are there other copies of the damaged records in other locations or are there ways to reconstruct the damaged records (i.e. payroll records could be recovered from your payroll service provider)? No, not even the current computer software system for the Construction office goes back that far.

8. Are there additional records still maintained in the building? If yes, how are these records being protected? No

9. What measures are being taken to prevent future damage to the agency's records? The DPW moved the contents of the trailers to the DPW Yard in a secured enclosed area. We had the Middlesex County recycling Department come out to assess the records to see if they could shred them upon approval. They concluded that the records could not be put through the shredder without damaging the machine. The DPW has reached out to the Middlesex County Fire Academy who said they could destroy in their controlled burn house once we receive approval to do so.

DEPARTMENT OF THE TREASURY
DIVISION OF REVENUE AND ENTERPRISE SERVICES
RECORDS MANAGEMENT SERVICES
Mailing: PO Box 661, Trenton, NJ 08625
Location: 33 West State Street 5th Floor, Trenton, NJ 08618

Damaged Records Inventory

Agency Name: Monroe Township, Middlesex County

Agency Retention Schedule: Construction Department

Retention Schedule Number: Construction - 007

Record Series Number: 0001-0000

Record Series Name: Construction Permit Applications

Retention Time: Life of the Structure

Inclusive Years: 1969

Volume (Cubic Feet): approximately 100 cubic feet

Damage Type: water, rodent, age, mold etc.

Other copies available? No

DEPARTMENT OF THE TREASURY
DIVISION OF REVENUE AND ENTERPRISE SERVICES
RECORDS MANAGEMENT SERVICES

Damaged Records
Disposal Certification

TO: State Records Committee

FROM: Patricia Reid, Township Clerk

DATE: December 4, 2023

SUBJECT: Request for Approval of destruction

I hereby certify that the records listed on the attached *Request and Authorization for Records Disposal* form(s) have sustained significant damage that warrants their disposal. All attempts to salvage said records have proven unsuccessful or not cost-effective. Subsequently, continued retention of said records has been deemed impractical.

Patricia Reid, Township Clerk
Signature and Title

December 4, 2023
Date

Tanya Pannucci

From: Guzman-Reyes, Virma [TREAS] <Virma.Guzman-Reyes@treas.nj.gov>
Sent: Thursday, March 28, 2024 11:07 AM
To: Christine Robbins
Cc: Tanya Pannucci
Subject: Re: SRC meeting please be sure to attend the meeting I will be presenting Damaged records report, if Toms River could invite Rackspace rep to answer questions from SRC?

Yes, it was held. The committee had questions which I could not answer so your request was denied.

Sent via the Samsung Galaxy S9, an AT&T 5G Evolution capable smartphone
Get [Outlook for Android](#)

From: Christine Robbins <CRobbins@monroetwp.com>
Sent: Thursday, March 28, 2024 10:15:07 AM
To: Guzman-Reyes, Virma [TREAS] <Virma.Guzman-Reyes@treas.nj.gov>
Cc: Tanya Pannucci <TPannucci@monroetwp.com>
Subject: [EXTERNAL] RE: SRC meeting please be sure to attend the meeting I will be presenting Damaged records report, if Toms River could invite Rackspace rep to answer questions from SRC?

***** CAUTION *****

This message came from an **EXTERNAL** address (**CRobbins@monroetwp.com**). **DO NOT** click on links or attachments unless you know the sender and the content is safe.

New Jersey State Government Employees Should Forward Messages That May Be Cyber Security Risks To
PhishReport@cyber.nj.gov.

Good morning,

Yesterday we were told that the meeting was rescheduled to today at 10am. Again, we were logged in and waiting to be let into the meeting room. It is now 10:15 and the meeting has not yet started. Is this meeting still being held??

Christine Robbins, R.M.C., C.M.R.

Township Clerk
Registrar of Vital Statistics
Township of Monroe
One Municipal Plaza
Monroe Township, N.J. 08831
(732) 656-4573



From: Christine Robbins

Sent: Wednesday, March 27, 2024 10:21 AM

To: Guzman-Reyes, Virma [TREAS] <Virma.Guzman-Reyes@treas.nj.gov>

Cc: Tanya Pannucci <TPannucci@monroetwp.com>

Subject: RE: SRC meeting please be sure to attend the meeting I will be presenting Damaged records report, if Toms River could invite Rackspace rep to answer questions from SRC?

Good morning Virma,

My Deputy Clerk Tanya Pannucci was told the below meeting was rescheduled to today at 10am. We are still waiting to be let into the meeting room. Is this meeting still being held?

Please advise..

Christine Robbins, R.M.C., C.M.R.

Township Clerk
Registrar of Vital Statistics
Township of Monroe
One Municipal Plaza
Monroe Township, N.J. 08831
(732) 656-4573



From: Guzman-Reyes, Virma [TREAS] <Virma.Guzman-Reyes@treas.nj.gov>

Sent: Tuesday, March 19, 2024 3:04 PM

To: bkubiel@brfire.org; Patricia Reid <PREid@monroetwp.com>

Subject: SRC meeting please be sure to attend the meeting I will be presenting Damaged records report, if Toms River could invite Rackspace rep to answer questions from SRC?

Agenda for upcoming March SRC; general items.

If you're in you can join in person or by TEAMS

.....
Join Teams Meeting

en-US

https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZGRjNTJlY2UtNDZjZS00MWQ3LTgwMDUtZTk0ZDUxNzIxNzBl%40thread.v2/0?context=%7b%22Tid%22%3a%225076c3d1-3802-4b9f-b36a-e0a41bd642a7%22%2c%22Oid%22%3a%22886e1c9f-24b3-45f8-9515-f5b9c0c616fc%22%7d

Meeting ID: 212 405 037 82

Passcode: R5mdNm

If you need a local number, get one here. And if you've forgotten the dial-in PIN, you can reset it.

Toll number: +1 856-338-7074

Conference ID:

902 102 124#

Local Number : <https://dialin.teams.microsoft.com/ff67bf86-7ef5-429c-9373-16fc895c3b44?id=902102124> Reset Pin :

<https://dialin.teams.microsoft.com/usp/pstnconferencing>

Learn More <https://aka.ms/JoinTeamsMeeting> | Meeting options:

[https://teams.microsoft.com/meetingOptions/?organizerId=886e1c9f-24b3-45f8-9515-f5b9c0c616fc&tenantId=5076c3d1-3802-4b9f-b36a-](https://teams.microsoft.com/meetingOptions/?organizerId=886e1c9f-24b3-45f8-9515-f5b9c0c616fc&tenantId=5076c3d1-3802-4b9f-b36a-e0a41bd642a7&threadId=19_meeting_ZGRjNTJlY2UtNDZjZS00MWQ3LTgwMDUtZTk0ZDUxNzIxNzBl@thread.v2&messageId=0&language=en-US)

[e0a41bd642a7&threadId=19_meeting_ZGRjNTJlY2UtNDZjZS00MWQ3LTgwMDUtZTk0ZDUxNzIxNzBl@thread.v2&messageId=0&language=en-US](https://teams.microsoft.com/meetingOptions/?organizerId=886e1c9f-24b3-45f8-9515-f5b9c0c616fc&tenantId=5076c3d1-3802-4b9f-b36a-e0a41bd642a7&threadId=19_meeting_ZGRjNTJlY2UtNDZjZS00MWQ3LTgwMDUtZTk0ZDUxNzIxNzBl@thread.v2&messageId=0&language=en-US) |

New Jersey State Records Committee

The State Records Committee regulates the retention and disposal of all state and local public records and promulgates related standards. Created by the [Public Records Act of 1953](#), the committee consists of the following representatives:

- **Elizabeth Maher Muoio**, State Treasurer, (Amanda Truppa, designee (Chair and Secretary); James J. Fruscione, alternate designee)
- **Matthew J. Platkin**, Attorney General, (Susan Scott, designee)
- **David J. Kaschack**, State Auditor, (Kristen Menegus, designee; Michael Tantum, alternate designee)
- **Jacquelyn Suarez**, Director of Local Government Services (Jason Martucci, designee; Bonnie Brookes, alternate designee)
- **Joseph R Klett**, Director of Division of Archives and Records Management, Department of State, (Donald Cornelius, designee)

[Public Notice Guidelines](#) for the State Records Committee.

[SRC packets](#) for official agendas and minutes of meetings.

The State Records Committee typically meets the 3rd Thursday of the month, from 10:00am to 12:00pm virtually. Please consult the schedule and DORES RMS website for actual dates, dial in information and/or the link to the meeting.

Proposed State Records Committee Meetings - 2024

January 18*

February 15 - Canceled

March 28*

Email liz.hartmann@treas.nj.gov for meeting invitation. Toll number: [+1 856-338-7074](tel:+18563387074) Conference ID: 283 391 019#

April 18 - Canceled

May 23* - Canceled

June 20

Meeting at 11:00 am

Email liz.hartmann@treas.nj.gov for meeting invitation Dial in [+1 856-338-7074](tel:+18563387074) Conference ID: 586 077 381#

July 18*

August 15

Email liz.hartmann@treas.nj.gov for meeting invitation Dial in [+1 856-338-7074](tel:+18563387074) Conference ID: 731 112 626#



STATE OF NEW JERSEY
STATE RECORDS COMMITTEE

PO BOX 661, TRENTON, NJ, 08625-0661 609.292.8711

www.nj.gov/treasury/

MINUTES
STATE RECORDS COMMITTEE
December 21, 2023

Amanda Truppa, Secretary, called the 457th meeting of the State Records Committee to order at 10:04 a.m. on the above date. She stated that notice of the meeting had been posted in the Secretary of State's Office and published in the State's daily newspapers in conformance with the requirements of the Open Public Meetings Act. This meeting was conducted virtually.

Ms. Truppa stated there was a quorum present.

ATTENDANCE:

SRC: State Treasurer, Amanda Truppa, designee
Don Cornelius, Division of Archives, designee
Department of Community Affairs, Division of Local Government Services, Bonnie Brookes, designee
State Auditor, Kristen Menegus, designee
Susan Scott, Office of the Attorney General, designee

Staff: Liz Hartmann, Administrative Analyst 3, Records Management Services
Virma Guzman-Reyes, Records Analyst 3, Records Management Services
Terricka Page, Records Analyst 3, Records Management Services
Marcella Campbell, Records Analyst 3, Records Management Services
John Berry, Records Analyst 1, Records Management Services
Karen Perry, Records Analyst 1, Records Management Services

Other: Michele Everly, CARMA, Gloucester County
Argean Cook, NJ Transit
Joan DePaolo, NJ Transit
Maria Lisa Bazela, Bergen County
Ashley Kurbanoglu, Cranford Township
John McCarthy, NJ Transit
Christopher Medina, NJ Transit
Kalif Richards, NJ Transit
Daniel Corpeno, NJ Transit
Joseph Snow, NJ Transit
Kim A Samad-Speed, NJ Transit
Christopher Medina, NJ Transit
Marcia Davis, NJ Transit
Joseph Snow, NJ Transit
Leon Cammarano, NJ Transit



STATE OF NEW JERSEY
STATE RECORDS COMMITTEE

PO BOX 661, TRENTON, NJ, 08625-0661 609.292.8711

www.nj.gov/treasury/

MINUTES
STATE RECORDS COMMITTEE
March 28, 2023

Amanda Truppa, Secretary, called the 458th meeting of the State Records Committee to order at 10:02 a.m. on the above date. She stated that notice of the meeting had been posted in the Secretary of State's Office and published in the State's daily newspapers in conformance with the requirements of the Open Public Meetings Act. This meeting was conducted virtually.

Ms. Truppa stated there was a quorum present.

ATTENDANCE:

SRC: State Treasurer, Amanda Truppa, designee Don Cornelius, Division of Archives, designee
Department of Community Affairs, Division of Local Government Services, Bonnie Brookes, designee
State Auditor, Kristen Menegus, designee
Susan Scott, Office of the Attorney General, designee

Staff: Liz Hartmann, Administrative Analyst 3, Records Management Services Virma Guzman-Reyes, Records Analyst 3, Records Management Services Terricka Page, Records Analyst 3, Records Management Services Marcella Campbell, Records Analyst 3, Records Management Services John Berry, Records Analyst 1, Records Management Services
Karen Perry, Records Analyst 1, Records Management Services

Other: Michele Everly, CARMA, Gloucester County
Argean Cook, NJ Transit
Joan DePaolo, NJ Transit
Maria Lisa Bazela, Bergen County Ashley Kurbanoglu, Cranford Township John McCarthy, NJ Transit
Christopher Medina, NJ Transit
Kalif Richards, NJ Transit Daniel Corpeno, NJ Transit Joseph Snow, NJ Transit
Kim A Samad-Speed, NJ Transit
Christopher Medina, NJ Transit Marcia Davis, NJ Transit
Joseph Snow, NJ Transit Leon Cammarano, NJ Transit

MINUTES:

APPROVAL OF PREVIOUS SRC MEETING MINUTES:

Upon motion, seconded, the Committee voted to approve the minutes of the December 21, 2023.

I. Administrative Actions:

A. Announcement of Approval of Destruction Authorizations:

Artemis Request # 596983-600203

B. Report to the State Records Committee

Imaging Certification Amendments/Annual Reviews/Administrative Actions

II. New Business:

A. Records Retention Schedule:

1. NJ Transit (\$800000)

This is approved with changes to the group name to include: "Finance and Real Estate". Schedules S801150, S805550, S808221, and S808920 are all retired.

2. NJ Secretary of State (\$741900)

Approved with change to 0007-0001 New Jersey Cultural Trust Fund application file request a certified donations approved in the description. It should read organizations are required to hold their solidified donations.

3. Housing and Mortgage Finance (\$221500)

Approved; regarding 0117-0000 the word "destroy" is to be removed from the disposition.

B. Damaged Records Report

1. Monroe Township – The request was denied. Additional information is required; the Agency can resubmit request once able to identify records series and appropriate dates.

2. Toms River –

This request is tabled. The request was for email accounts that were cyber hacked. The agency did what they could to remedy this situation by hiring a company to restore emails from the accounts and work with their internal IT unit; additionally they have initiated a law suit against Rackspace, the electronic security vendor. At this time the SRC is not able to approve the request. The Committee is considering the best approach to work with such circumstances as it is expected, in the digital era, this type of occurrence will become more prevalent.

IV. Other Business:

State Archives resolution regarding the accessioning of electronic records – Approved resolution

The State Archives will work with DORES RMS and with the approval of the SRC streamline the process for the accessioning of electronic records and may eliminate the Artemis approval portion this process.

There being no further business, The Committee adjourned at 10:49 a.m.

Amanda Truppa
Secretary
State Records Committee